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THE LIBRARY JOURNAL

TWICE-A-MONTH

MAY 1, 1921

MONTHLY IN JULY AND AUGUST

TABLE OF CONTENTS

WHAT IS A SPECIAL LIBRARY?.....	<i>Carlos C. Houghton</i>	393
THE CONTENT OF DUST IN LIBRARIES.....	<i>Jacques W. Redway</i>	398
LIBRARIES AND LABOR EDUCATION.....	<i>Frank and Rachel Anderson</i>	399
AN INEXPENSIVE BINDING FOR MAGAZINES.....	<i>Herbert Fison</i>	401
THE QUESTION OF IMPORTATIONS.....		403
"WHOLESOME THO SPECTACULAR PUBLICITY" IN CHICAGO.....		404
DETROIT'S NEW MAIN LIBRARY BUILDING.....	<i>Edna G. Moore</i>	409
SUMMER COURSES IN LIBRARY TRAINING.....		408
STATISTICS OF CITY LIBRARIES FOR 1919.....	<i>W. Dawson Johnston</i>	410
NEW YORK PUBLIC LIBRARY REPORT FOR 1920.....		411
EDITORIAL NOTES.....		413
LIBRARY ORGANIZATIONS.....		414
LIBRARY OPPORTUNITIES.....		415
IN THE LIBRARY WORLD.....		416
AMONG LIBRARIANS.....		420
RECENT BIBLIOGRAPHIES.....		422
LIBRARY CALENDAR.....		430

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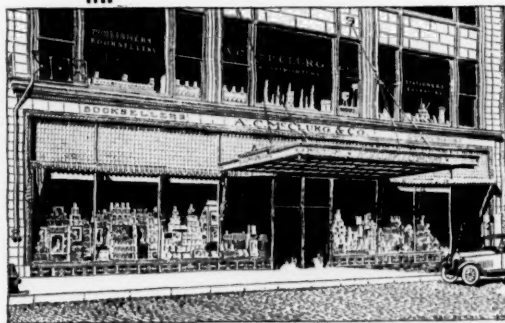
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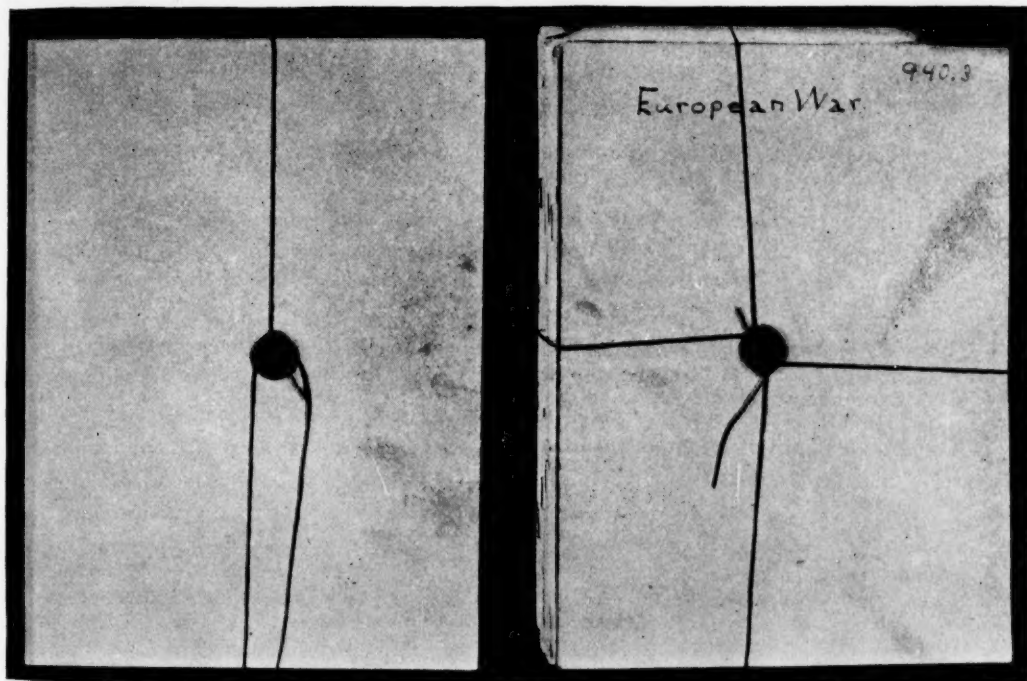
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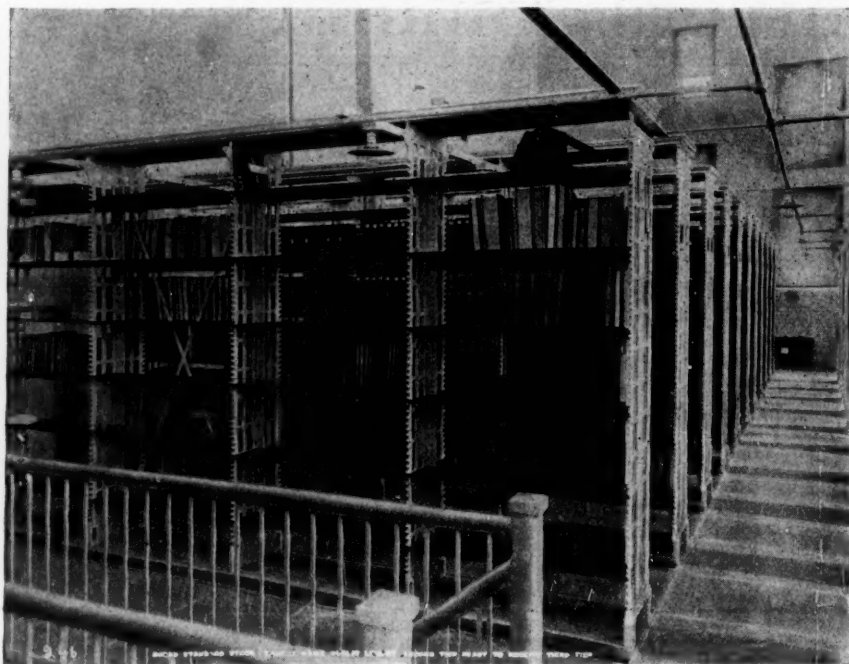
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THE LIBRARY JOURNAL

TWICE-A-MONTH

MAY 1, 1921



What Is a Special Library*?

By CARLOS C. HOUGHTON

Librarian, Poor's Publishing Company, New York.

MISS DONNELLY has asked me to give a talk this morning which will outline clearly just what is a Special Library.

Definitions do not help much. We memorize them only to forget them. This morning I am going to appeal to your imagination rather than your memory. If I leave with each and every one of you a clear picture of yourself conducting a special library, I shall be satisfied. If in addition to this I say anything here this morning which you will later actually apply I shall be more than satisfied.

Is a library almost entirely devoted to finance a special library? The answer to this question is *yes* and *no*. It may or may not be. I am going to ask you to build right here with me a financial library as you would build it if you were given the task to-day. Then let's burn it and rebuild it as you would do after you finish Miss Donnelly's course.

We are all familiar with Moody's Manual—published by Poor's Publishing Company. It just so happens that I am engaged to build for this firm a special library on corporate information and finance. Why not take an actual case when the opportunity affords?

Of course, it will be impossible for me to mention all the important tasks undertaken by a special librarian in building such a library. I shall here name a few as examples and trust that in so doing I shall fire your imagination to picture many more. Just so with books. I shall mention a very few, just enough to get my thought across.

Now then, are we ready to start this library for Poor's Publishing Company?

The *Commercial and Financial Chronicle* is subscribed for. As near a complete set as possible is secured. Subscriptions are also placed

for the *Journal of Commerce*, *Wall Street Journal*, *Boston News Bureau*, *Philadelphia News Bureau*, the leading economic journals and also certain trade journals. We also place subscriptions for the *Reader's Guide to Periodical Literature*, the *Industrial Arts Index* and other reference tools. Having our periodicals ordered we next buy some books. We select the best books on finance and, of course, include a good dictionary, an encyclopedia, an atlas, an almanac, etc. Our books are classified and cataloged. Our collection is kept up-to-date and we soon are able to say we have one of the most complete financial libraries in the United States. Now let's fire this library, for if we do not we, as librarians, will be fired, for spending a lot of money in building up a collection of books and material which could be easily borrowed or consulted elsewhere.

Now we will appoint ourselves Special Librarian of Poor's Publishing Company. We spend the first month in studying the company. What does it do and how does it do it? When our study is completed we know as much about all the different departments as any other one employee. This is the secret of success as a special librarian. We next look around and see what collections are available to either employees of the Company or us as librarians of the Company. The public library facilities are noted as are those of other financial libraries in the vicinity. We immediately join the local Special Libraries Association. If there isn't one we organize one. By becoming conversant with other collections we can now decide what books and periodicals it will be necessary for us to acquire. We subscribe to the *Commercial and Financial Chronicle* for that is the backbone of any financial library. We only buy such books as will be in almost continual use and books which cannot be borrowed from other libraries. These books are minutely analyzed. Fifty en-

*Opening lecture of the Special Libraries Course for 1921 at Simmons College School of Library Science.

tries in the catalog for one book will not be uncommon. Books of interest to us not in our library but available elsewhere are noted on yellow cards and these cards filed in the catalog. Specially strong collections on subjects of interest to us are also noted on yellow cards and filed in the catalog under the proper subject. Indexes to periodicals are very poor and appear late so we make note of items of interest as they appear on green catalog cards and file them in the catalog.

Magazines and newspapers containing such articles are stamped: "Articles on following pages cataloged ———." Magazines which are thus stamped are not later destroyed until these articles are clipped. These clipped articles are filed in our subject file which contains material of an ephemeral nature on articles which taken alone are not worth cataloging. For instance, we notice a short statistical table in a magazine giving the imports into Great Britain from Germany for February. This one table is not important but it is filed in the subject file under "Germany—industry and commerce" in the hope that in time other statistics of the same nature will be brought together under that heading. When a subject is started in the subject file a cross reference is made to it in the catalog.

I mentioned throwing away magazines. "Throwing away" is one of the best little things a business librarian does. He must make a decision what is needed and what is not. He must lay down policies and follow them. For instance, do our needs require a continuous set of Thomas' Register? Do we need the back numbers of Dockham's Textile Directory? We decide we need only the last two issues and it is so noted on our shelf list card and when 1921 is received 1919 is discarded. I cannot lay too great stress on the importance of not allowing a business library to grow larger than necessary.

Two desks are used instead of one. Our chair is between them and we can swing from one to the other. We choose two desks in preference to a desk and a table because we need the drawer space in which to house our many card bibliographies, and other compilations which are ever in the making. Under the glass on our desk we have a list of these compilations and thus are reminded of them continually. We read in the *Journal of Commerce* a quotation from a house organ of the American Bottle Co. The quotation is of no consequence to us but here is another house organ to add to our card list. *Do it now!* We read some statistics on crop conditions in California and notice that credit for the statistics is given to a news let-

ter published by a bank in San Francisco. Ah—another bank letter to add to our list. *Do it now!* In this way we build up with little effort and hardly any extra time answers to future questions for surely we shall some day be asked for the names of banks which issue news letters or the names of corporations which publish house organs.

By our study of the organization we know that certain of the employees analyze business conditions. We know they will be interested in what others think so we start a series of envelopes of views of prominent men on various subjects; such, for instance, as: The foreign trade, the money market, business outlook, labor conditions, the tariff, etc. As speeches, interviews, articles, etc., are seen they are either clipped and filed in the proper envelope or a card is placed in the proper envelope referring to the particular viewpoint in question.

We also have learned by our study that certain subjects are of special interest to certain departments of the organization. In addition to paying special attention to these subjects when securing books and cataloging we place and order with one of the press clipping bureaus for all news items published on those subjects. Views of prominent men might well be included in this order, as might items regarding the opening of new banks, bond and investment houses. It is well worth the time of any business librarian to make a comparative study of the press clipping bureaus and of what service they can offer.

For instance, I am just now starting a card list arranged by subjects of sponsors of various kinds of knowledge. I expect to be furnished with a great many items by such bureaus citing a certain person as an authority on this or that subject. The very next best thing to giving a complete answer to a question is to tell the inquirer who can give him the information.

To come back to the special subjects to which we have decided to pay particular attention, we subscribe to all Library of Congress cards on these subjects. This brings all new books to our attention should we have otherwise missed noting their appearance. It also enables us to build up a complete catalog on these subjects even tho we often decide not to purchase the book.

We saw by our study that the company is continually being called upon to give opinions on the advisability of investing in particular corporations, or that it is being asked all kinds of questions concerning particular corporations. For this reason and also for the reason that the Manual which it publishes traces the control of one company over others, we find it neces-

sary to maintain a file of corporate information. A folder for each company into which we file everything published concerning that company.

We also start a card system of directors of corporations. True, there are about ten local directories of directors published but they do not give the business connections of men no matter in what part of the country they reside. Every time we note a man is chosen director of a corporation we go to this file and if we find a card in the file for him we add the name of this new company. If there is no card we put one in immediately. In time we shall have an extremely valuable file which will show the interlocking of directors—an all-important factor in the world of finance.

After we get things well under way we are able to act less like a machine and are on the alert for ideas which will make the library of greater service to the organization. We now notice that so many people in looking over our shelves say, "My, I wish I had known there was a pamphlet on this subject," or, in looking thru a trade journal, exclaim, "Just the statistics I could have used yesterday." Why not issue an office letter, we ask ourselves? On looking into the matter we find we can easily issue three one-page letters a week. These mimeographed letters will contain digests of articles in newspapers and periodicals. Books, pamphlets, etc., recently added to the library will be described. Features of the library will be written up from time to time and lists of important questions answered will be included. A little general office news, such as resignations, appointments, etc., might well be included. If such a letter is edited correctly it is sure to almost double the usefulness of the library.

If an organization has salesmen a large field of usefulness is opened up to the special librarian. He can be of great service to them and they in turn can be of service to him. It so happens that the organization for which we are building this library has a corps of salesmen. What shall we do for them? We classify the Manual published by the company which our salesmen are selling. The Manual I suppose you all know is a set of four volumes containing all the information of interest to investors and corporation officials concerning industrial, railroads and public utility corporations.

We find that one hundred iron and steel companies are included. We also find on consulting the list of subscribers that of these sixty subscribe for the Manual. Of course they have all been sent general letters, but we write the salesman in Chicago, for instance, and give him a list of ten such companies and tell him to use

the argument that if sixty companies similar to his find the Manual useful, surely his will, and that as these sixty companies have all this information about his company, surely he should want similar information about theirs.

We next classify our list of subscribers. We find that eight out of the twelve Federal Reserve Banks subscribe. What an argument for the salesman in Cleveland to use in securing a subscription from the Federal Reserve Bank of Cleveland!

We also find that companies in certain industries seem to find our Manual more useful than companies in other industries. We have built up a library of corporate information, so we, of course, have Thomas' Register, Hendrick's Commercial Register, Trow's Co-partnership Directory, a full line of trade directories, all of Donnelley's classified telephone books, state reports containing lists and reports of corporations, all the directories of directors, etc. We, then, compile lists of companies in these industries from which the Manual has received the most orders and send them to the salesmen. We invite each salesman to send in lists of companies he considers prospects and we will look up and furnish him with the names of the officers, a fact always helpful in making a sale.

We remind our salesman that he is ever running against information which we want. A new investment company starting business in his territory. A new state law which makes it necessary for banks to change a certain method—or what not. We urge him to send on those news items to us, in order that we may make use of them at home.

It might not be out of place to read here a paragraph or two from an address I recently made before the Bond Men's Club of Philadelphia on the Sources of Information. You will be surprised when I tell you that altho I mentioned the most common sources for financial information all were evidently very new to them for I am still receiving requests for copies of that address or for the exact references to these sources.

"But collecting this information alone is not enough. It must be made to work for the concern; it must be made to produce results. Herein lies the real work of the information department. One way we can do this is to co-operate closely with the salesman and fortify him with all the necessary information to sell bonds. If this is properly done, the salesman should be in a position to anticipate the objections of a possible buyer. Think how weak a salesman's position is made, when he goes in to sell a bond of a certain company and is told right off the bat by the prospect that he wouldn't buy a bond from that company because it is under fire by the Federal Trade Commission. His ignorance of this fact is fatal. Had the information department been on the job and secured this information at once,

compiled immediately arguments to offset it, dispatched the same to the salesman, in what a different position this salesman would have found himself! He could have anticipated the prospect's argument and turned what seemed to be a point against, into a talking point for the bond. For instance, he could have said: 'Why, this company has so enriched its trade mark of a certain silk, its 'would-be' competitors have become so jealous they have appealed to the Federal Trade Commission to try at least temporarily, to force this company to abandon this trade mark. He could then explain that any company can complain against another company to the Commission and if it appears in the public interest, a complaint is issued. Following this up with the fact that, therefore, a very large percentage of these complaints are dismissed, as there is every reason to believe this one will be.

"It is a splendid practice to have the salesmen meet every so often with the staff of the information and statistical departments. Such meetings should take the form of 'experience meetings,' each salesman in his turn telling the arguments he is up against and his troubles in meeting them, and giving his ideas as to the best way the department can be of help to him.

"It is my duty to collect information which will steer the company, assist the executives in forming opinions and shaping policies, answering the numerous and often very complex questions and problems put to us by our clients and last but not least, assisting our salesmen to make sales. I get out and sell every once in a while in order that I may get first hand the problems of both our clients and salesmen.

"Bond salesmen have a wonderful opportunity to help their organizations in so many ways. It isn't only the actual sales which count. The best salesman to whom I ever gave an order stopped me twice when I was talking to him, and jotted down notes in his little book, saying: 'I'll answer you the best I can in a minute. I want to get your thought down before I lose it, so that I can give it to our Information Department to work on.' He was alive to the needs of his organization and it wasn't surprising to me to learn later he was called in and given charge of an important branch office.

"This world is a magnet—charged with information. Some salesmen are like pieces of straw. They, by the very nature of their work, come into contact with this magnet at every point but are not affected one iota by the information current, while others are like pieces of steel—not only attracted by the current of information, but hold on to it until released either by force or a negative current, the negative current being conviction of the non-practicability of the idea—force being the adoption of that idea.

"The good salesman doesn't only report the sale. In the course of the selling he gathers information about the buyer of interest to his organization. He reports that also. He remembers the hardest customer is one who is purchasing his first bond. A purchaser of one bond is a good future prospect and a good salesman advises his house as to the best way it can be of assistance to this customer. In our business, probably more so than in yours, it is just as important to keep rendering service to a client as it is to sell him in the first place. Dissatisfied customers are worse than no customers. I can usually estimate the degree of efficiency of an information department by the number of cancellations received in the organization. In your business, I should say, by the number of repeat sales and the average length of time a man is held on your active customer list.

"When the day arrives, and in my opinion it is now dawning, that the straw type of salesmen are in the

minority and Information Departments are ever turning their labor into money getting arguments—the money for such work will be considered an investment and not a necessary expense and special librarians will no longer have to fight each year for a meager budget."

With these and similar points in mind I went on to state the various sources of information of interest to bankers and "bond" houses.

As a rule Government documents, both Federal and State, are used more extensively in a business than a public library. The *Monthly List of Public Documents* issued by the Superintendent of Documents and the *Monthly List of State Documents* compiled by the Library of Congress are checked thoroly for documents of interest. A business man who was once declaring to me that a library would not pay for itself in his organization made the remark that, "Maybe government documents don't cost much but it costs to have them cataloged and shelved and even if this cost be slight it is money wasted, as Government documents were valueless if for no other reason than that they are out of date by the time they are published." He should have stopped here but he didn't. He went on to say, "Now, if special librarians were also good statisticians and good executives I could use one. For instance, he could take charge of an investigation I want made. I have occasion frequently to send gravel to various cities. I want a number of docks in each of these cities described. Would you say that the usual special librarian could conduct such an investigation for me at the smallest expense." I said, "Well, if I were your librarian I could but I wouldn't; I'd spend \$1.25 of your money and furnish you with one of those worthless documents of which you were just speaking. This one is published by the Engineers' Division of the War Department and contains over 800 pages of descriptive matter on the various docks and wharves of all navigable rivers in the United States. It cost the government thousands of dollars to gather—its yours for \$1.25, your investigation is unnecessary." I later presented him with a copy of this document altho it was very scarce and told him any special librarian would have dug up the document even had he not known of it when the proposition was first put to him. He thanked me by offering me a position, the duties of which would be to build up a business library.

As this library which we are building is to be especially strong on corporate information we make a study of various papers in order to determine which ones contain the most news concerning the corporations of the country. After this study we would place subscriptions for the following: *New York Times*, *New York Tribune*, *Commercial and Financial Chronicle*,

Iron Age, Financial America, Journal of Commerce, Wall Street Journal, Oil and Gas Journal, Manufacturers Record, Boston News Bureau, New York Commercial, New York Herald, Philadelphia News Bureau, Philadelphia Public Ledger, Railway Age, Electric Railway Journal.

I do not mean to say that these are all the newspapers and trade journals we should regularly receive, but these would be received and gone over carefully for corporate news.

It is important for any business librarian to watch legislation. The very best medium for this is the *Weekly and Monthly Compendium* published by Roy Loomis of the House Document Room. It gives the number of the bill, the subject, latest action taken of both the House and Senate. It also gives the gist of Committee hearings before both houses. It lists regularly Presidential approval or veto of all bills. But I am digressing when I describe "reference tools" and books of special use to business libraries. Miss Donnelly will have the pleasure of making you familiar with them. It is my object to mention only a few in order to make you visualize the duties of a business librarian.

I could go on and enumerate many things I have in mind to do for Poor's Publishing Company but I have stated enough to show along what lines a business librarian should work.

Business librarians are growing in number but not as fast as they should. Too many corporations engage inexperienced and untrained librarians to organize and run a library for them. They are later disappointed and discredit the whole movement. A great deal of trouble lies in the fact that when a business library is just starting only one librarian is necessary, and so it happens that people who should start in the field as assistants are given immediate charge of the library.

I am glad that Simmons College is offering a Special Library Course. I hope it will be successful and each year the course made longer and harder. Your course is a short one but if you are at its conclusion sufficiently interested to enter the business library field take my advice and look for a place as assistant under a successful business librarian and remain with him or her long enough to master his or her method of procedure or until you find yourself suggesting things to be done before he or she has thought of them. Then when you do become librarian of a business concern you will have a future before you; for a business house is unlike a city government in that it pays according to what it receives in return.

There is a big future for the experienced and

trained librarian in this field—but above all else initiative and originality are necessary.

The Village Library

COMPARATIVELY few villages have libraries accessible to the general public, say W. S. Deffenbaugh and J. C. Muerman in their bulletin "Administration and Supervision of Village Schools" (U. S. Bureau of Education, Bulletin, 1919, no. 86, published 1920.) They go on to quote Harlan Douglass, who states, "The library itself as a public institution is not existent in most of the little towns. There are less than 2000 in the entire United States, and four-fifths of their readers live in the North Atlantic and North Central States." In many villages there are a few books in the school building for the use of the pupils, but as a rule these books are inferior, not adapted to the age of the pupils, and seldom used. In many village communities the churches formerly had Sunday school libraries, but this plan proved a failure in most instances from the fact that the books were poorly selected. The real depository of the village library is the public school, but if the school is to serve the community, there should be a library room full of books not only for children but for adults. There should be children's stories, fiction, history, biography, books of travel, and books on farming and other vocations. If the principal of schools is appointed for the entire year, as he should be, he could act as librarian several times a week.

The authors suggest that the first money raised for a library should be expended for books to read rather than for encyclopædias, compendiums, and books of useful facts. Reference books should be provided out of regular school funds, and most school boards can be induced to purchase such books, while it is rather difficult to persuade them to purchase story books and other reading material that appeal to children.

ON THE CARE OF PAMPHLETS AND CLIPPINGS

"Pamphlets and Clippings in a Business Library" by Virginia Fairfax, librarian of the Carnation Milk Products Company of Chicago, is published by the *Journal of Electricity and Western Industries*, San Francisco. This little book is a reprint of the series of articles by Miss Fairfax in the *Journal of Electricity*, based on the course of instruction given at the Library Service School, Riverside, Calif.

The Content of Dust in Libraries*

To the Editor of the LIBRARY JOURNAL:

Answering a number of correspondents concerning the bacterium content of dust accumulations in libraries—floors, shelves, stacks and air—specimens for examination would better be sent to the city or the county bacteriologist and not to this laboratory.

With reference to the various species of micro-organisms of indoor dust, I fear I cannot answer the question, except to say that any forms which occur in street dust will be found within the library; and the micro-organisms of specific contagious diseases may be found possibly on books that have been kept in rooms where contagious diseases exist. In such cases the books should be destroyed. Sterilization is too uncertain.

During damp, warm weather scores of species of micro-organisms may be found both in the floating dust of the air in public buildings, and in the dust which has settled. A few only are pathogenic or disease-breeding.

The bacilli of anthrax and of tetanus, or lock-jaw, are rarely found; and inasmuch as they possess but little resistance to sunlight and dry air the danger of infection is very slight. I cannot find any case of infection on record where the disease came from the dust of a public building.

The colon bacillus is quite apt to be present in indoor dust and the dust of a public library is not an exception. It is derived from horse dung and therefore is an intestinal product. When it is a part of dust content it is harmless. When found in drinking water it points to the possibility that the water may also contain the germs of typhoid fever.

The micro-organism of diphtheria is very rarely found outside of a dwelling in which the disease occurs. In a dozen or more instances books and toys handled by diphtheria patients have communicated the disease to others after periods of time exceeding six months. In one instance a picture book communicated diphtheria after a period of a little more than a year. The book had been the companion of a child who had died of diphtheria. After the lapse of

a year it was given to another child and this child likewise died of the disease. The micro-organism of diphtheria is very resistant; it may survive in books, clothing and toys for a long time. It is very rarely found in dust.

The bacillus of tuberculosis is very common in dust. I have never failed to find it in the ordinary accumulations of street dust and house dust when I looked for it; I usually find it when I do not. Tubercule bacilli are fairly resistant and will retain their virulence for several months if the air is moist. It seems highly probable that the persistence of tuberculosis so evenly spread over the eastern half of the United States is due in part, at least, to the constant presence of tubercle bacilli in wind-blown street dust. Tuberculosis is essentially a disease of modern civilization.

In one city public library two of the assistants were affected with tuberculosis. One remained at the desk until she collapsed. She was sent to a sanitarium where she died a few months afterward. The other assistant resigned before the disease had progressed to a critical stage. She died a few years afterward and tuberculosis was the cause of her death. I have a complete history of this case because of a suspicion that she might have contracted the disease from the assistant whose case is previously noted. She did not, however; she contracted it while sitting at the same desk with a tuberculous pupil, in an ill-ventilated school room.

Whether or not either of the assistants communicated the disease to others is not a matter of record. The points to be noted are two in number:

Tubercle bacilli cannot be kept out of a library building so long as they occur in the dust of adjacent streets.

They can be prevented from flying into the air by keeping them on the floors. And if the floors are properly oiled they will not get into the air.

JACQUES W. REDWAY.

*Meteorological Laboratory,
Mount Vernon, N. Y.*

IN MAINE

By the will of Annie Louise Cary, the Village of Wayne receives a bequest of ten thousand dollars for the Public Library, and the Public Library at Scarboro is to receive the income from a trust fund of five thousand dollars.

*A paper on "The Dust Problem in Libraries" was contributed to the LIBRARY JOURNAL for April 15, 1920 by Dr. Redway, a physiological meteorologist, who is director of the Meteorological Laboratory at Mount Vernon, N. Y., and who was for many years interested in library work in the West.—Ed. L. J.

Libraries and Labor Education

WORKERS' education is young and cannot be said to have a library policy. But it has, of course, its problems of book administration. This account aims to tell what workers' education is and its relation to libraries.

The first National conference on trade union education was held at the New School for Social Research, New York, on the second and third of April. It was attended by over two hundred people including twelve labor officials, thirty-four trade unionists and other workers, fifty-two teachers and six librarians. The chief work of the conference consisted in the formation of the Workers' Education Bureau of America. The object of the Bureau is to act as an information center; a publicity organization; a teachers' agency; a laboratory for teaching methods and preparing texts. Its chairman is James Maurer, president of the Pennsylvania Federation of Labor, and its executive secretary, Spencer Miller, Jr., of Columbia University.

A report submitted by Abraham Epstein, who with Fannia Cohn was largely responsible for the organization of the conference, gave a detailed survey of workers' education. It covered twenty-three experiments—excluding the Rand School and United Labor Education Committee which had not replied to the questionnaire which served as a basis of the survey. These schools are located in twenty-two cities. Most of the labor colleges have been started within the last two years. There were only three schools previous to 1918. Three more were organized in 1919, thirteen in 1920, and four during the first three months of this year. Sixteen of the twenty-three schools reporting are entirely under trade union control and financed by union contributions. Classes meet in labor halls in fifteen cities, in public schools in seven, and one class in Minneapolis meets in a room of a public library. The total enrollment of the twenty-three colleges was 4670. Outside of the clothing workers' union classes in New York, Philadelphia, and other cities where young women take part, the attendance, especially in classes in smaller towns, consists largely of mature men.

Arthur Gleason, in his booklet on Workers' Education¹ has put its spirit and aims in the following words: "This is the heart of workers' education—the class financed on trade union money, the teacher a comrade, the method discussion, the subject the social sciences, the aim an understanding of life and the remoulding of the scheme of things. Where that dream of a better world is absent, adult workers' education will fade away in the loneliness and rigor of the effort."

Specific aims fall into three groups: (1) The training of leaders; (2) giving the more eager of the rank and file a social or civic education; (3) reaching the masses thru "semi-entertainment with a cultural slant." The method for the first two groups will be intensive study in small classes over a period of years. In the last "three-quarters of the time will be used in attracting people. The other quarter will contain some bit of information."

The trade unions have doubled in membership within the last few years. Bulk and motion are worth little without directing intelligence and a statesman-like program. Labor education is grouping toward definition of issues and clarifying of aims. This involves a careful study of the economic and historical background of the worker's job and a mastery of the technique of management and production.

The library experience of the schools has been limited. In 1918 the International Ladies' Garment Workers' Union had a library room in Public School 40, Manhattan. Some of the books were purchased by the Union, but most of them were loaned by the New York Public Library. A reading circle was held in connection with this library. A plan was mapped out for placing selected collections in each school where union classes were held. This has not been pushed. The public libraries have co-operated with the Pennsylvania Labor Education Committee in supplying readings in the social sciences needed by labor colleges. Paul Blanshard of the Rochester Labor College has placed a box of books supplied by the public library beside the window where union dues are paid. The Rand School has its own library used by its students and by the research department in compiling the American Labor Year Book. The New Brookwood School at Katonah, N. Y., has a collection of three thousand select books which will soon be enlarged to eight thousand. Experiments carried on in evening high schools such as Washington Irving should count on the libraries in the buildings to meet their wants. The classes at Amherst and Bryn Mawr have the university libraries to draw upon.

The Workers' Education Bureau itself has special library problems. The technique to be used will not differ greatly from that of the business library as outlined by Miss Krause.² The Bureau has the rudiments of a clipping and

¹ Arthur Gleason, *Workers' Education*; American and foreign experiments. New York: Bureau of Industrial Research. 1921. 62 p.

² Louise B. Krause, *The Business Library*. San Francisco: Technical Publishing Co. rev. ed. 1921.

pamphlet collection on labor education in various countries, with programs and announcements of schools and a bibliographic index covering the literature of the field. A book collection is planned which will include the few books giving information about workers' education, teaching methods and a collection of texts and readings recommended for use in labor colleges.

A survey will no doubt be made of the resources of various collections strong in the social sciences; source material for trade union studies at Johns Hopkins University, Wisconsin and Columbia; and the economic collections of the New York Public Library, the John Crerar, and the Library of Congress. There are dozens of jobs calling: such things as making a union list of trade union, socialist and other labor periodicals; preparation of reading lists; and the listing of sponsors for information about the various schools.

Within the last few years there have come into existence several labor research bureaus which can be counted upon to give aid to the Workers' Education Bureau. Some of these are the Bureau of Applied Economics, Washington, D. C., the Bureau of Industrial Research, New York City, the Bureau of Labor Statistics of the U. S. Department of Labor, the Labor Bureau, Inc., New York City.

The older movement for workers' education in Great Britain has made great use of the lending libraries. The Fabian Society which Arthur Gleason calls the "foster parent" of the movement in England has long circulated library boxes. Its experience is given by Edward R. Pease:

"We had started a lending library in boxes for our local societies, and as these died away we offered the use of it to working-class organizations, and indeed to any organization of readers or students. Books were purchased from special funds, a collection of some five thousand volumes was ultimately formed, and for the last twenty years the Society has kept in circulation anything up to two hundred boxes of books on socialism, economics, history and social problems, which are lent for ten shillings a year to Co-operative Societies, Trade Unions, Socialist Societies, and miscellaneous organizations. The books are intended to be educational rather than directly propagandist, and each box is made up to suit the taste, expressed or inferred, of the subscriber. Quarterly exchanges are allowed, but the twenty or thirty books in a box usually last a society for a year. It is a remarkable fact that altho boxes are lent freely to such slight organizations as reading classes, and are sent even to remote mining villages in Wales or Scotland, not a single box has ever been lost. Delays are frequent: books of course are often missing, but sooner or later every box sent out has been returned to the Society.

"Another method of securing the circulation of good books on social subjects has been frequently used. We prepare a list of recent and important publications treating of social problems and request each member

to report how many of them are in the public library of his district, and further to apply for the purchase of such as are absent."

The National Guilds League, which is a rebellious child of the Fabian Society, has its traveling library. Its workings are described in *The Guildsman*:

"Members of Trade Union Branches, Trades Councils, Professional Organizations, Socialist Societies and other recognized Labor bodies may borrow any book on the following list for a period of one month on payment of 6d. per volume to cover postage. Applications should be addressed to the National Guilds League, 39, Cursitor Street, London, E. C. 4, and must come thru and be signed by the Secretary of the organization of which the borrower is a member. The organization will be held responsible for the return of the book.

"Gifts to the Lending Library will be very heartily welcomed."

The Workers' Educational Association of Great Britain, of which our Workers' Education Bureau of America is a humble counterpart, describes its library work in its Year Book:

"Another great difficulty which has always confronted the Tutorial Class movement is that of the supply of books. The majority of Joint Committees have traveling libraries, but they are not nearly adequate to the demand. The W. E. A. started a small library in co-operation with Toynbee Hall in 1912, and by this means was able to give considerable help to classes, but the urgency of the problem became so obvious that in 1915, thru its honorary secretary, the Central Joint Advisory Committee made representations to the Carnegie United Kingdom Trustees for a grant to initiate a central library for students. A grant to allow of an experiment for five years was given by the Trustees, and the Central Library for Students was then launched as an entirely new and separate body. Its aim is to ensure that bonafide students coming under its notice shall be helped in their studies if they are unable to obtain the use of the necessary books elsewhere, and also to stimulate and develop higher study on the part of those, for the most part isolated students, who owing to the lack of facilities and of guidance in reading have been content with a lower level of knowledge than they are capable of acquiring. The library, therefore, confines itself as much as possible to the purchase of the dearer books of reference which cannot easily be obtained thru any other channel. Altho the library has only recently issued its first annual report, the demand for books and the support it has received show that its conception as a library to meet the needs of every kind of student is the right one, and that it fills a long-felt want. If it continues to grow as it has done during its few months of existence the book problem will in a short time be approaching a solution."

These examples of the library undertakings of long established overseas work may serve as an indication of what may be undertaken in America. But it is to be expected that the

³Edward R. Pease. History of the Fabian Society. London: A. C. Fifield. 1916. p. 120-121.

⁴Lending Library. (In: *The Guildsman*. London. no. 51. p. 11. March, 1921.)

⁵Winifred Beaton. Tutorial Class Movement. (In: Workers' Educational Association. W. E. A. Education Year Book. 1918. p. 258.)

movement will build up its own practise based on its inheritance from that of American public libraries and labor research bureaus.

For those who wish to know what texts and readings the labor colleges use, a selected list of twenty-five titles will be sent on application to the Bureau of Industrial Research, 289 Fourth Avenue, New York City.

The day has not come when all the workers are storming the doors of public libraries in their eagerness for books. But with the growth of labor education the libraries can count on an increase of earnest readers of substantial works on trade unions, economics, and sociology.

FRANK AND RACHEL ANDERSON.
New York City.

An Inexpensive Binding for Magazines

A DESIRABLE binding for magazines at a low cost, is something all librarians are looking for, especially those in the smaller libraries. A few years ago, after a casual inventory of our collection of bound magazines, I found fully 10,000 of them on the shelves. The great majority of the volumes are never used, consequently they are not worth the cost of binding. I have had the opportunity to visit many small libraries and have always observed a fine array of bound magazines, representing a cost far out of proportion to the modest income of the average library of its size. Upon inquiry the librarian usually replies that "it has always been the custom to bind our magazines." No other more satisfactory reply being received, I have become convinced that the reason is simply "because."

Three years ago I decided to cut my binding bills by not sending the magazines to the binders, but to bind them myself—i. e., those we wished to preserve. As a result we began sewing the volumes together with strong twine, using a heavy kraft paper for an outside cover, the volume then being lettered and numbered on the back in the regular way and then shelved ready for use.

The sewing process is quite simple. First we remove all advertising matter and then drill five holes thru each magazine, the hole being about half an inch from the edge. These holes are two inches apart on magazines the size of *Harper's*, and are, of course, of equal distance apart on the larger size magazines. The sewing is simple, just in and out and finally back to the starting point, and securely tied. The outer edges of the cover are cut about an inch wider than the magazine, and are turned over and a half inch strip of cardboard placed between the two thicknesses of paper and all clamped with a stapling machine. This gives the edges a stiffness that prevents curling, and

also helps to keep the volume in better condition on the shelves.

The first question asked is naturally the cost, and then the material used, and who does the work?

We have been doing this work, as I said, for about three years, and it is done by a regular desk assistant during her unscheduled time, and by the apprentices, and high school girls who come in as messengers, or runners. The cost of the material, after the tools have been purchased, is about six cents per volume for magazines the size of *Harper's*, *Scribner's*, etc. For larger magazines, say the size of the *Literary Digest* and *Scientific American*, it might be well to estimate the cost at about eight cents per volume. It takes an ordinary assistant about one hour to prepare and cover a volume of *Harper's* or *Scribner's*. This includes the time taken to remove the staples and advertising matter, and doing everything necessary before the volume can be sent to the accession and catalog department.

The time was kept from the moment the assistant was relieved from desk duty until she had finished the job and put all tools and material away. No effort was made to establish a record, or to make a fine showing. The material used for covering is known as Kraft paper, 80 or 90 pounds to the ream of standard size, namely, 24 x 36 inches. Paper dealers inform me that Kraft paper is by far the cheapest and best and more durable than the red manilla rope paper that has been so commonly used, and in addition to this it is much more attractive in color, being a light brown.

Kraft paper can be obtained in heavier quality and I think that a grade weighing about 100 pounds to the ream would be even more satisfactory than the 80-pound quality, which we have been using. The price would, of course, be proportionately higher. The prices given are those furnished me in October when these

covers were discussed by the Massachusetts Library Club. Kraft paper was then selling for 17 cents a pound.

We also use it for covering the current number of magazines which are circulated. Those prepared for circulation take about ten minutes to cover and make ready. The advertising matter is not removed, only the front cover is taken off, and the title and volume which is on the back. These are re-pasted on the new cover to give individuality to the magazine, and this also identifies the magazine to the borrower.

The sewing is done with Belfast twine no. 533. The only other material necessary is a good needle, Acme stapling machine no. 2, recommended, in preference to a smaller size, with no. 13 staples, a twist drill, or Gaylord Brothers magazine drill, Success binder three-quarters of an inch wide, to line the seam of back of cover where the paper is shaped to cover. This reinforces the back and should extend over the side enough to re-inforce the sewing. Standard size Kraft paper is twenty-four by thirty-six inches, cut in single sheets, but a sheet this size has some waste for the average size magazine, such as *Harper's* for which a sheet twenty-one by thirty-six inches will cut four covers exactly, and the dealers tell me that sheets will be cut any size if orders are received for five hundred pounds or more at one time. An order of that size suggests the advisability of co-operative ordering. Several small libraries might send their order in to a single jobber and have him order the size most suitable from the mills, and then it will be cut as wanted. I suppose Kraft paper can be purchased from any paper dealer.

The cost for binding a volume of *Harper's Magazine* is:

Assistant's time, one hour.....	\$.35
Kraft paper012
Success binder, about04
Belfast twine no. 533, about 2 yards (cost about 21c. a ball)	
Paste (see Brooklyn receipt)	
Staples, about four to a magazine (cost \$2.00 for 5000)	

Total \$.402

In this locality the binders are charging about \$1.25 for a volume of this size. As an additional offset, we saved the time lost (*by having volumes at bindery six weeks*), and the returns on the advertising matter sold, which

is about two to three pounds to each magazine.

The Brooklyn receipt for making paste:

Add a tablespoonful of powdered alum to a quart of water and set to boil. Make a cream of half a pint of sifted flour and cold water (use egg beater and do a good job). Be sure that the cream contains no lumps. When the water boils stir in the cream and cook in double boiler twenty minutes. Strain carefully and add about twenty drops of oil of clove. A little carbolic will also help to preserve the paste.

HERBERT FISON, Librarian.

Malden (Mass.) Public Library.

To Library Trustees

Frank Hervey Pettingell of the Los Angeles Stock Exchange, Los Angeles, California, chairman of the Trustees Section of the A. L. A., is arranging for a meeting of this Section at Swampscott. It will probably be held on Friday evening, June 24th.

The Trustees Section welcomes to its meetings members of public library boards, members of library committees in universities and colleges, and also business and educational executives who have library departments under their supervision.

Mr. Pettingell wishes to get in touch with library trustees who contemplate attending the Swampscott Conference, in order that he may secure their co-operation in making the meeting of the Trustees Section a success.

To Americanization Workers

"Sven-Duuva Nuarempi," the story of Sven Duuva, "the greenest rookie in the Finnish Army," has been published by John E. Rantamaki, who served overseas with the 336th Field Artillery. This novel, which is written in Finnish, is designed to aid in the Americanization of Finnish citizens. The publication price was one dollar, but libraries may obtain it for twenty-five cents from the author at 197 East 105th Street, Cleveland, Ohio.

In response to a request from the New York Public Library, a royal order was issued on March 1st directing the Spanish Ministries of Finance, Public Works, Labor and Industry to prepare statistics and other information relative to the imports, exports and other commerce of Spain, and to forward them to the United States for reference by traders desirous of consulting them. *New York Evening Post*, March 1.

The Question of Importations

Reparations and the Libraries

"That 50 per cent of what is due for German goods or such percentage as the Treasury may prescribe, shall be paid, not to Germany, but to the Treasury thru the Customs on account of German reparation."

So, according to the *Board of Trade Journal*, March 17, 1921, runs the initial clause of a bill then at second reading in Commons and since become law effective April 1. There is a similar enactment in force in France, and this is the program of Belgium and Italy also.

It will be noted that each of these Allied countries make the collection only on its own importations and at its own Customs. The policy does not, therefore, affect American libraries unless they purchase German publications thru English, French, Belgian or Italian agents. The steady counsel of this Committee, to buy directly, gets added strength from this circumstance, since nothing is surer than an attempt by the Germans to pass this levy on to the purchaser by a corresponding advance in prices.

But while the effect of these taxes can thus be obviated by American importers, the same cannot be said of the proposed 12% export duty decreed at the Paris Conference and not cancelled at the London deadlock. Levy in this case would be laid at the German boundary on all exports. The result in the booktrade would probably be a re-imposition of the *Teuerungszuschlag* to such amount. May 1 is the day set for this provision to go into effect. By the time these lines appear in the *LIBRARY JOURNAL*, we shall know whether the expected adjustment has been made.

A new schedule of foreign rates effective February 1 has been published by the *Börsenverein*. For the chief countries the following are the percentages to be added to the domestic price: For Argentina, Chile, and Brazil, 110%; for Greece, Italy and Portugal, 125%; for Belgium, France and Spain, 150%; for Denmark, England and colonies, Holland, Japan, Norway, Sweden, Switzerland, the United States, and Mexico, 185%. The intended effect of this schedule, as of its predecessor for January, is to give the Mark here a value of five cents. This schedule was, of course, promulgated before the developments above outlined.

As usual, periodicals and antiquarian items are a law to themselves. Exemption of the former has now come to be a matter of practical importance to us, for, while heretofore the publishers of nearly all the journals taken by libraries chose to apply the *Börsenverein* rates anyhow, there are now many sold abroad at rates substantially below the schedule.

Thus, new German publications, including periodicals, can be had now *delivered* at five cents per Mark of the domestic price, antiquarian ones at about 1.6 cents, "plus transportation" and many items at figures between these two. But these prices will be secured only by those who do their own importing and do it directly.

M. LLEWELLYN RANEY,
ANNA G. HUBBARD,
PURD B. WRIGHT.

A. L. A. Committee on Book Buying.

Further Word from Dr. Raney

To the Editor of the *LIBRARY JOURNAL*:

I rise at once to your editorial of April 15th.

What is your defence for essaying to enter judgment till the case is all in? I made a concrete proposal to the publishers. It would bring English editions to New York at about twenty-two cents to the shilling. Before the publishers have even a chance to read the proposal you virtually advise its rejection by saying that thirty to forty cents is fair. Now for your own enlightenment let me say that this proposal was not formulated by me, but by one of the greatest of American publishing houses, which is already using it with success.

Be consistent now and advise the libraries to abandon also the course which brings them German publications at from two to five cents a Mark in favor of one costing eight to twelve cents, for no other reason, forsooth, than that the other fellow cannot afford to do any better!

"Rent, salaries, accounting, etc." Yes, yes, and again, yes. Let me whisper you something ever so new. This is a case of selling goods from one side of a house to the other. What in the name of common sense is the enormous discount granted in such a shift good for except to cover that sacred trinity of "rent, salaries, accounting, etc."?

No "One Hundred Per Cent," let alone "Plus," you say. Suppose we admit that the title squints and change it to read One Hundred Per Cent Tax Plus. That makes you think in terms of the assessed, rather than the assessor. I must crave your pardon for having fallen into this old habit these past four years. Of course, there is no single office that gets double profit, but there is a fellow that pays it, when a ten-shilling book is sold to a library for \$3.60, or to an individual for \$4.60, for there was already a profit on the ten shillings. Keep your eye on the payer and stop counting the collectors. Otherwise scrap the system.

M. LLEWELLYN RANEY.

Library of the Johns Hopkins University,
Baltimore, Maryland.

"Wholesome tho Spectacular Publicity" in Chicago

THE Chicago Public Library has been forced to close nineteen of its forty-five branches, reduce the staff by one hundred and fifteen persons, shorten hours and effect other retrenchments in order to meet an inadequate appropriation. The plight of the Library has brought forth many evidences of interest from the public, not all by way of protest and complaint. The School Board has been forced by the emphatic demands of the high school faculties to take over the salaries and maintenance of the seven high school libraries, retaining the Public Library staff, and in two of the park districts similar arrangements were undertaken by the park boards to prevent closing of the branches in park field houses.

Most striking and unique among the 'unsolicited testimonials' to the place of the Library in community regard, was the reaction of the residents of Sheridan Park, a prosperous residence section, to the announcement that Sheridan Park Branch, with an annual circulation of two hundred thousand volumes, would be closed because of the exorbitant rental asked for the quarters occupied. Under the leader-

ship of the Kiwanis Club, (the local business men's organization) the sum of \$5,300 was raised at one luncheon meeting and offered to the Board, together with a new and much superior location. Acceptance of this offer was followed by the tender of moving vans and crews by five transfer concerns for the removal of the Branch on April 11th. The Kiwanis Club and the upper grade pupils of the neighboring public school turned out in force, and the 12,000 books, with furniture and equipment, were moved to the new quarters in less than three hours. The school children formed in procession and transferred 3,000 volumes by armfuls in two forced marches, while three motion picture machines recorded the scene for exhibition in the sumptuous movie palaces for which the district is famous, and a battery of newspaper cameras kept up a steady bombardment. Besides much wholesome tho spectacular publicity, the affair carried with it an altogether exceptional tribute to the esteem in which Sheridan Branch and its staff are held by its large constituency, roused to effective community action in its determination to keep its library.

Books Most in Demand in March

THE six fiction titles most in demand at the public libraries during March, according to Frank Parker Stockbridge's list in the May *Bookman*, were:

Sinclair Lewis. *Main Street*. Harcourt.
Edith Wharton. *The Age of Innocence*. Appleton.

Zane Grey. *The Mysterious Rider*. Harper.
Floyd Dell. *Moon Calf*. Knopf.

Rose Macaulay. *Potterism*. Boni.
Gertrude Atherton. *The Sisters-in-Law*. Stokes.

The general books most in demand were:
H. G. Wells. *The Outline of History*. Macmillan.

Margot Asquith. *Margot Asquith: An Autobiography*. Doran.

Frederick O'Brien. *White Shadows in the South Seas*. Century.

Edward Bok. *The Americanization of Edward Bok*. Scribner.

Harry A. Franck. *Roaming Through the West Indies*. Century.

Philip Gibbs. *Now It Can Be Told*. Harper.

During the same month the six best sellers in fiction, according to reports from seventy-one booksellers in fifty-two cities sent to *Books of the Month* for May, were:

Sinclair Lewis. *Main Street*. Harcourt.
Zane Grey. *The Mysterious Rider*. Harper.
William J. Locke. *The Mountebank*. Lane.
Gertrude Atherton. *The Sisters-in-Law*. Stokes.

Edith Wharton. *The Age of Innocence*. Appleton.

Dorothy Canfield. *The Brimming Cup*. Harcourt.

And the six best sellers in general literature were:

H. G. Wells. *The Outline of History*. Macmillan.

Frederick O'Brien. *White Shadows in the South Seas*. Century.

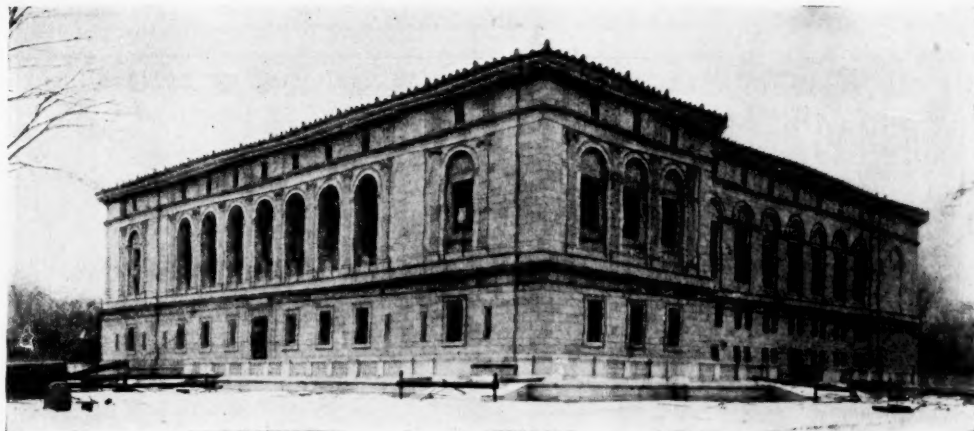
Robert Lansing. *The Peace Negotiations*. Houghton.

Margot Asquith. *Margot Asquith: An Autobiography*. Doran.

Philip Gibbs. *Now It Can Be Told*. Harper.

Edward Bok. *The Americanization of Edward Bok*. Scribner.

The section of the A. L. A. papers and proceedings, omitted by accident, will be mailed to all members within a short time.



Detroit's New Main Library

THE architectural beauty of Detroit's new Public Library building, both as to exterior and interior, is the first thing that absorbs the attention of the visitor. The pure and lovely proportions of the structure as seen from the outside have met with the unqualified approval of the passerby and have made the city impatient for the time when admittance could be gained and book service initiated within.

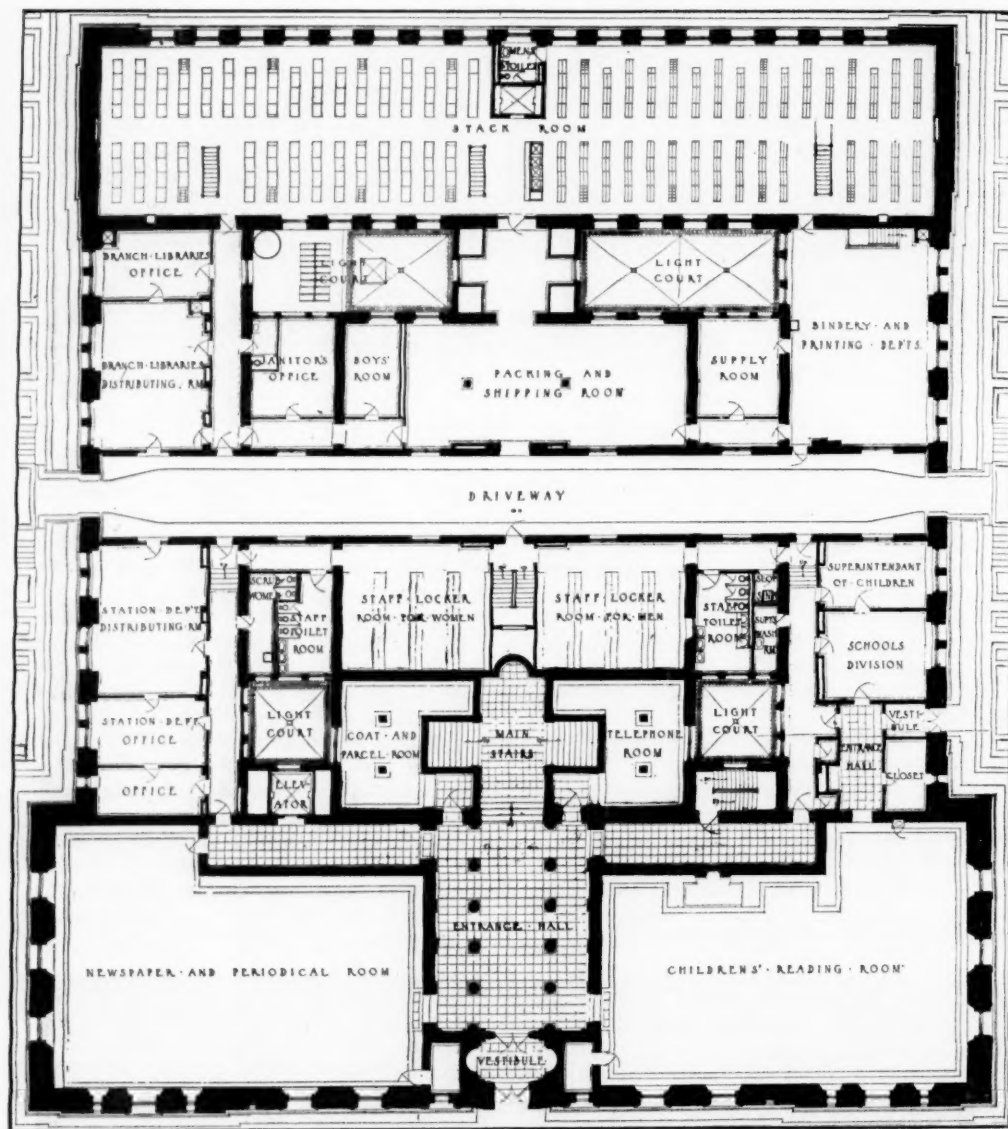
The service departments were opened to the public March 29th after two weeks of hard labor on the part of the staff in transferring the books from the old building into the new. The interior decorations are not completed yet and will not be for some time, for they are of the nature of genuine art work, wrought with care, so as to blend color and line in a harmonious arrangement that will rest and please the eye.

The mural paintings by Edwin H. Blashfield and Gari Melchers will be the crowning features of a scheme of interior decoration which is designed to correspond with the marble beauty and purity of the outside.

On the ground floor at the front of the building is the Children's Room. The most striking thing about this room is the fireplace. The designs of the tiling are scenes from favorite tales, showing characters beloved by children. The tiling and designs were made in the Pewabic pottery, a Detroit art industry. Seats are grouped around the fireplace, together with bookshelves and a rack for picture books, so that this becomes the central point of the room. In the Schools division, at the back of the Children's Room, is kept a selection of children's books, representing the best of children's literature, for parents and teachers to examine.



THE CHILDREN'S ROOM SHOWING THE PEWABIC TILED FIREPLACE



GROUND FLOOR PLAN. MINOR ALTERATIONS HAVE BEEN MADE IN THE ASSIGNMENT OF ROOMS ON THIS FLOOR

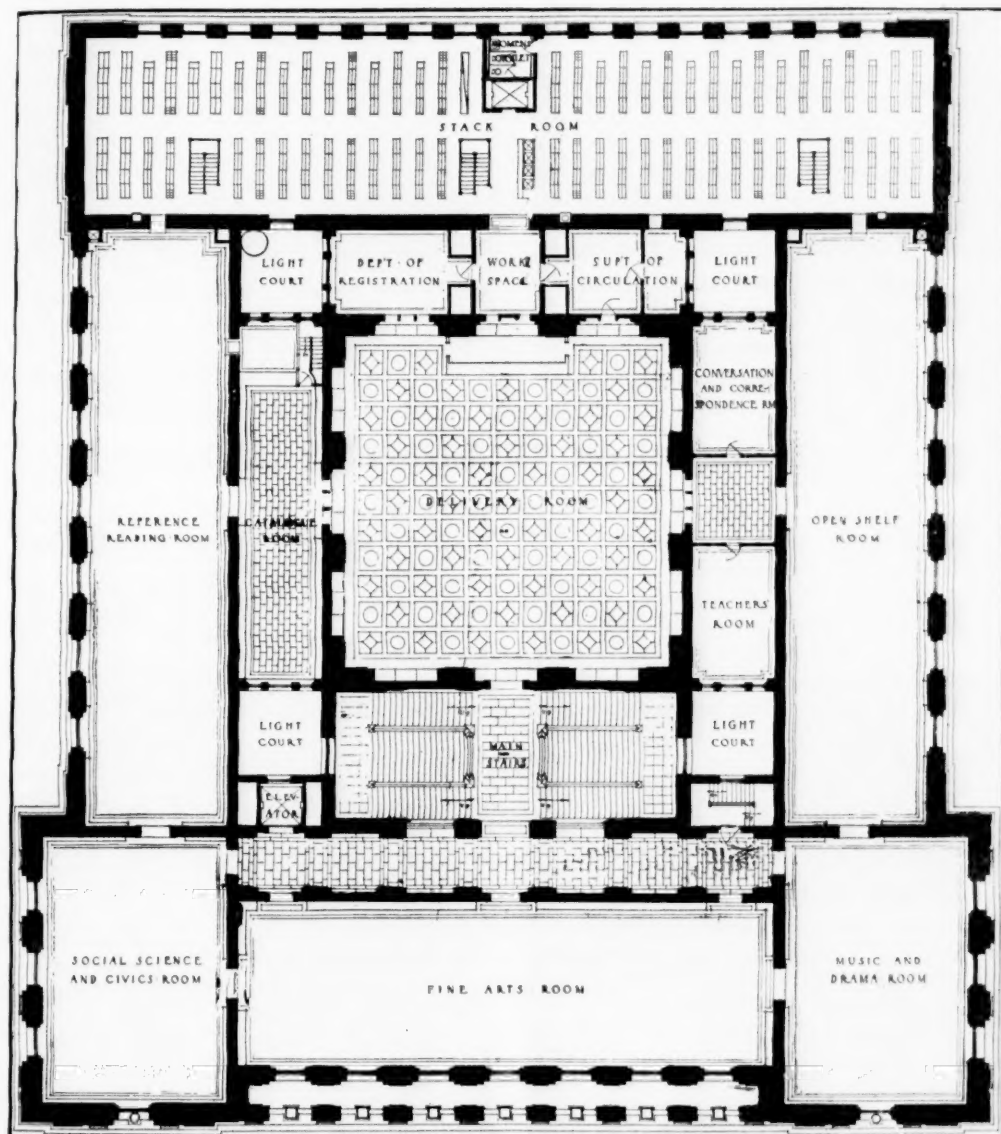
Reproduced by courtesy of Cass Gilbert, architect.

Across the hall from the Children's Room is the Periodical Room, commodious and convenient, and behind this extends the Extension department, divided into office, staff room, and shipping room for the Sub-branches division; a sorting room for branch deliveries, and office for the branch executive. The county librarian carries on her work from here also.

A driveway runs thru the building so as to provide entrance for delivery of books and supplies and shipments to and from branch li-

braries. The elevator in the stack-room is near the door of the shipping room, so that it can be conveniently used for freight purposes.

A passenger elevator leads to the upper floors. The Delivery Hall is a room with a lofty ceiling, richly ornamented and decorated. Around this are grouped the service departments in a series of connected rooms, each with its own decorative scheme. Passing thru a doorway framed and grilled with ornamental bronze, you enter a room containing the public catalog. Catalog



Reproduced by courtesy of Cass Gilbert, architect.

THE FIRST (MAIN) FLOOR

assistants are detailed here, one at a time, to aid in the use of the catalog and explain it to the uninitiated. Beyond the public catalog is the Reference Room, and opening from it is the Civics Room. Across the front of the building is the Art Room, from which entrance is afforded to the loggia. The mosaic ceiling of the loggia, depicting Shakespeare's Seven Ages of Man, excites much admiration and local pride, as it was designed by a Detroit man, and made in the city in the Pewabic pottery. The

Music and Drama Room is being equipped to keep pace with the growing interest in music, aroused by a symphony orchestra under skilled and intelligent leadership. A memorial alcove for a special collection of letters and books pertaining to the drama and famous actors distinguishes this room.

Prominent among the decorative features of the Delivery Hall is the bronze grill work which was contracted for from the John Polachek Bronze and Iron Co. of Long Island City. They

also furnished the ornamental iron work around the windows of the Delivery Hall and the handsome bronze doors of the passenger elevator. All the furniture and wood trim is of quartered oak except in the Delivery Hall where it is of American walnut.

In the Open Shelf Room, a plan of having special advisers as to the best books on subjects called for, who will assemble and make available book information to guide the reader in the direction of the more worthy and reliable books will be tried. Two members of the staff are preparing themselves to give this service.

The offices of the Librarian and the business offices, the Order and Catalog departments, and

rooms for the training class are located on a mezzanine floor between the ground floor and first floor.

Ample grounds surround the building. Work will be begun on a new building for the Art Museum just across the street this spring, and thus the civic art center will be well under way.

The old building about whose passing as the library center old residents lamented, remembering its traditions and associations, is being operated as a down town annex of the new building.

EDNA G. MOORE,

Chief of Publicity Division.

Summer Course in Library Training

UNIVERSITY OF ILLINOIS

THE University of Illinois will conduct the usual courses in Library Science during the Summer Session of 1921 beginning Monday, June 20th. Last year the attendance was forty-three, twenty-five of whom were from Illinois.

Courses of the two year Library School curriculum are offered to college graduates, and are accepted toward the B. L. S. degree; these courses extend over eight weeks. Experience as a librarian or an assistant is desirable but not required. An application blank for admission must be secured and returned to the University before the beginning of the session. These courses taken together constitute half of the first semester's work in the Library School.

The usual six weeks courses for high school graduates who are librarians, library assistants or are under appointment to these positions will also be given; applicants who have completed one full year of study in an approved college or normal school may, with the consent of the Director, be admitted to these courses whether or not they are employed in a library. These courses taken together occupy the full time of the student. An application blank should be returned to the school before registration day.

The fee is \$12; students from Illinois libraries who can matriculate, pay no fee.

P. L. WINDSOR, *Director.*

INDIANA SUMMER SCHOOL FOR LIBRARIANS

THE twentieth course of the Indiana Public Library Commission Summer School for Librarians will be held from June 15th to July 28th at the Shortridge High School, Indian-

apolis. Only those are admitted who are filling or who are under definite appointment to permanent library positions.

High school diplomas will be required of all candidates for a certificate. In rare cases individuals having the equivalent of a high school education will be accepted as special students, but will not be granted the certificate. Those who have had no library experience must serve at least four weeks in a well organized library before taking the course, unless excused by the director of the School.

Instruction will be given by William J. Hamilton, secretary of the Commission, Harriet T. Root and Mayme C. Snipes, of the Commission staff, Carrie E. Scott and Cerene Ohr of the Indianapolis Public Library. The curriculum consists of: Cataloging, 20 lessons; classification, 12; book selection, 10; administration, 8; miscellaneous, 18. Other general lectures will be given by visiting librarians.

The needs of the regular college students at the summer season of Butler College have led the college authorities to retain the residence this year for these students. On this account the Commission School will be conducted in Indianapolis one block away from the Indianapolis Public Library. Arrangements have been made to house about thirty students at the Y. W. C. A. building, and lists of rooms will be available for those desiring another location.

UNIVERSITY OF CALIFORNIA

A SUMMER course in library methods will be given from June 20th to July 30th. The course is designed as an introduction to certain phases of library work, and will be available chiefly to those having some experience in this work. Persons not holding library positions or not actually under appointment are advised

not to apply. A limited number only can be admitted, and in order that selection may be made sufficiently early to allow accepted applicants necessary time for preparation, applications must be filed not later than May 15th. Applicants will be notified of the result of the selection not later than May 30th.

The courses offered are: Classification and cataloging, including accessioning and shelf listing, 33 periods; reference work, 18 periods; current fiction, 6 periods; loan systems, 2 periods; the California library plan, 2 periods; binding and repairing of books, 1 period.

Application forms will be furnished upon request by the State Librarian, Sacramento, Calif.

CHAUTAUQUA SCHOOL FOR LIBRARIANS

THE twenty-first annual session of the Chautauqua School for Librarians will be held from July 4th-August 12th.

As in the past four years, students' records are cumulated and filed from year to year, so that those who attend four full sessions may be granted the certificate of the School.

The freshman class has regular courses in cataloging, classification, reference work and organization. Courses of the sophomore group include history of libraries and book-making, book binding, advance cataloging, classification and reference work. Classification and general reference work are finished in the second summer. The juniors have courses in subject bibliography, school and children's work, types of libraries, and elective studies in literature and history. Work of the senior class includes cataloging and reference work in public documents, general and trade bibliography, administration and work with high school, normal school and college libraries. Apart from these courses there will be special lectures given before the classes in joint session.

Only those are accepted who are already in library work or definitely appointed to positions. Application for admission should be made as early as possible to Mary E. Downey, Chautauqua, New York.

The instructors are Mary Elizabeth Downey, Library Secretary and organizer of Salt Lake City, Utah; Polly Fenton, California State Library; Edna M. Hall, Warren, (O.) Junior High School Library; Mary Belle Nethercut, Rockford College Library, Rockford, Ill.; Mae Byerley, Long Branch, New York; Mary T. Brown, Conneaut (O.) Public Library; and Grace Backus, Warren, O.

RIVERSIDE LIBRARY SERVICE SCHOOL

THE summer session will be held during the six weeks from June 20th to July 30th. For

the whole course the fee is \$30; for any one subject or a selection of subjects the fee will be quoted on request.

The subjects are:

Bookbinding, repair and library handcraft. Week of June 20. Mable F. Faulkner, in charge of the Lending Department at Riverside.

Cataloging and classification. Four weeks beginning June 27. Theresa Hitchler, superintendent of the Cataloging Department of the Brooklyn (N. Y.) Public Library.

Book criticism. Weeks of July 25. Joseph F. Daniels, director of the School.

Story telling. Week of July 25. Mrs. Faulkner and Mr. Daniels.

Reference and documents. Three weeks beginning June 20. Lillian L. Dickson, reference librarian at Riverside.

Work with young people. Week of July 11. Instructor to be announced.

High school library. Two weeks beginning July 18. Alice M. Butterfield, formerly of Riverside Girls' High School.

County library, finance and business. Three weeks beginning June 20. Mr. Daniels.

Periodicals and serials. Week of July 11. Mrs. Faulkner.

MCGILL UNIVERSITY SUMMER LIBRARY SCHOOL

THE regular session will be held from Monday, July 4th, to Saturday, July 30th.

The instruction will be given by Gerhard R. Lomer, librarian of the University and director of the School; Harriett Peck, 1904 N. Y. S., librarian of the Rensselaer Polytechnic Institute, Troy, N. Y.; and Katharine M. Christopher, 1912-14 N. Y. P. L., librarian, Julia Richman High School, New York City. Special lecturers will be Jean Cameron, assistant university librarian; Mary S. Saxe, librarian, Westmount (P. Q.) Public Library, and Charlotte Houston, librarian of the High School, Montreal.

The technical courses are: Cataloging, classification, book numbers, accessioning, shelf listing, binding and repairs, alphabeting, filing and indexing.

The bibliographical group includes: Reference work; book selection and subject bibliography; trade bibliography; history of books and printing; and periodicals and serials.

In the administrative group are: Library routine; administration; buildings, equipment, supplies; printed forms and printing; loan work.

The fee for the course is \$40. As the number of students is limited, application for admission should be made early to the University Librarian, 65 McTavish Street, Montreal, P. Q.

Statistics of City Libraries for 1919

ANALYSIS of the United States Census Bureau Financial statistics of cities for 1919, just published, shows that the expenditures of the 227 largest cities for libraries amounted to \$9,842,384, or 1.3 per cent of their total expenditure; among cities of over 500,000, 1.2 per cent, the highest being Cleveland, 2.7 per cent, the lowest, Philadelphia, .8 per cent; among cities of 300,000 to 500,000, 1.3 per cent, the highest being Minneapolis, 2.2 per cent, the lowest, Washington and New Orleans, .8 per cent; among cities of 100,000 to 300,000, 1.4 per cent, the highest being Grand Rapids, 2.7 per cent, the lowest being Akron and Norfolk, .5 per cent; among cities of 50,000 to 100,000, 1.3 per cent, the highest being Berkeley, Cal., 2.5 per cent, the lowest Chester, Pa., and Macon, Ga., .2 per cent; among cities of 30,000 to 50,000, 1.4 per cent, the highest being Gary, Ind., 3.5 per cent, the lowest Highland Park, Mich., Shreveport, La., Columbia, S. C., .1 per cent.

The average per capita expenditures for libraries was 28 cents; among cities of over 500,000 population, 32 cents, the highest being in Boston, 69 cents, the lowest, in Baltimore 16 cents; among cities of 300,000 to 500,000, 32 cents, the highest being in Seattle, 56 cents, the lowest in New Orleans, 10 cents; among cities of 100,000 to 300,000, 26 cents, the highest being in Portland, Ore., 55 cents, the lowest in Akron, 6 cents; among cities of 50,000 to 100,000, 21 cents, the highest being in Berkeley, 52 cents, the lowest, in Augusta, Ga., 1 cent; among cities of 30,000 to 50,000, 24 cents, the highest being in Pasadena, 87 cents, the lowest, in Fresno, Cal., Highland Park, Mich., and Portsmouth, Va., 1 cent.

W. DAWSON JOHNSTON.

Recent A. L. A. Publications

Recent publications issued by the A. L. A. Publishing Board are:

Booklist Books, 1920, continuing the series begun by Booklist Books, 1919. Price 35c.

A. L. A. Manual of Library Economy. Three chapters revised, viz:

Chapter 4. The College and University Library, by James I. Wyer, Jr. Edition 2. 15c.

Chapter 9. Library Legislation, by William F. Yust. Edition 2. 15c.

Chapter 13. Training for Librarianship, by Mary W. Plummer. Edition 2, revised by Frank Keller Walter. 15c.

The New Voter, a list of manuals for voters and books on citizenship, originally issued by the Cleveland Public Library. 100 copies, \$1.50; 1000 copies, \$12.

A County Library, an illustrated leaflet suitable for sending out with the imprint of the individual library. 30 copies, \$1; 100 copies, \$3; 500 copies, \$12; 1000 copies, \$20; 5000 copies \$70.

A. L. A. Bookbinding Exhibit

The A. L. A. Bookbinding exhibits have been carefully revised and freshened for the spring and summer appointments. The demand thru the winter and spring has been steady, with little loss of time between assignments. Already several requests are on file for summer library schools and institutes.

Requests for the loan of these exhibits should be addressed to Mary E. Wheelock, Public Library, Des Moines, Iowa, stating date desired.

Round Table on Library Buildings

A Round Table discussion on Library Buildings will probably be held at Swampscott on Tuesday afternoon, June 21st. All who are interested in attending such a conference should communicate with Mr. Willis K. Stetson, librarian Public Library, New Haven, Conn.

To Hospital Librarians

E. Kathleen Jones, of the Committee on Institutional Libraries, is preparing an exhibit for Swampscott Conference on Hospital Libraries. She will be glad to receive information from any libraries which are carrying on Hospital Library Service.

The hospital librarians are planning a "Get-together" meeting of some sort at the Conference—a dinner if nothing more. All hospital librarians or others interested in such a meeting are asked to write to Miss E. Kathleen Jones, care of the Massachusetts State Board of Education, Division of Public Libraries, State House, Boston, Mass.

Señor Vale, who came to Washington two years ago in connection with the Honduras boundary question, has since given much time to bibliographical research, especially in the Library of Congress and in that of the Pan-American Union, and has already got together a bibliography on Latin America of something like 20,000 titles. He is now proposing a sojourn in Mexico continuing his labors. This bibliography will be greatly to the credit of Latin America, and, with the current bibliography supplied by the excellent *Revista Bibliografica*, published by the Chile National Library, will present a remarkable approximation to completeness in dealing with early and current literature regarding Latin America.

New York Public Library's Report for 1920

THE Central Building of the New York Public Library supplied 976,164 readers with 2,243,131 books during the year 1920, the increase in readers over the previous year being 83,866, or nine per cent. The loss of about one twentieth of one per cent in the number of volumes used was more apparent than real, and was chiefly due to the rearrangement of the Divisions of Economics and of Science and Technology. Readers in the Economics Division might have accounted for about 30,000 more volumes if they had been obliged to file slips for them, and users of volumes of patents for 154,000. The total number of visitors to the building was 2,696,609, an increase of 217,976 over 1919. A large proportion of these were attracted by the public exhibitions, the exhibition of War Photographs of the Signal Service Corps drawing 71,991 visitors during the first two months of the year. 37,655 attended the Washington Irving Exhibition, and 12,216 the Pilgrim Tercentary Exhibition.

The number of volumes issued for home use by the Circulation Department thru the 43 branch libraries, the Extension Division, including six sub-branches, and the Library for the Blind, was 9,658,977, a loss of 233,671 as compared with 1919. The chief factor contributing to this loss was the impoverishment of the book stocks in the branches, where 186,713 volumes were withdrawn or discarded as worn out, as opposed to 166,231 added, leaving a net loss of 20,482. The branches need at least 175,000 books during the coming year if the damage is not to become impossible to remedy, but the reduction by the city of book appropriations by one-third will prevent the addition of more than half that number.

In both the Reference and Circulation Departments staff conditions seemed more stable at the end of the year, in spite of a shortage of children's librarians. This was largely due to increases in salary by the trustees on one hand and the city on the other. In August the staff of the Circulation Department were included in the general salary increases granted to city employees including institutions supported by the city.

The number of employees was 1215, of whom 508 were in the Reference Department, 696 in the Circulation Department, and 11 in the Municipal Reference Library. At the Central Building the Trustees determined to adopt the budget of \$984,000 in spite of its entailing a deficit of \$251,000 to provide for increases that would maintain the efficiency of the staff. Two-

thirds of the deficit has been made up by a gift of \$1,000,000 from Mrs. Stephen V. Harkness, constituting a part of the Library's endowment funds, while certain of the trustees voluntarily contributed \$115,000 to continue the reduction.

At the end of the year there were in the Reference Department 1,469,521 books and pamphlets, which with the 1,157,414 books in the Circulation Department made a grand total of 2,626,935 volumes. The Reference Department added 11,929 volumes and 7570 pamphlets by purchase, and received by gift 72,948 volumes and 60,950 pamphlets. The largest as well as the most unique gift was that of 44,869 volumes from the Mercantile Library Association of New York City on the occasion of its moving to other quarters in the same building it now occupies. In the nearly 22,000 volumes of bound periodicals were found about 400 volumes indexed in Poole which the Library had never before been able to obtain, besides 2500 volumes of other periodicals previously lacking in the Library. The Circulation Department received by gift 9563 volumes and 2163 pamphlets.

The disbursements of the Reference Department amounted to \$930,170. The main items were salaries, \$555,192; books and periodicals, \$44,059; Central Building maintenance and repairs, \$55,000; books for Central Circulation Branch, \$10,100; binding, \$3028. The last item reflects the severe economy imposed by increase in wages and increased price of materials. The normal binding demands of the Reference Department require fully 75,000 volumes, whereas it has been possible to bind little more than 20,000 volumes a year, leaving the remaining 50,000 to be withheld from use entirely or used in discreditable condition. The receipts of the Circulation Department were \$1,112,621, of which \$654,796 was disbursed for salaries and wages; \$127,453 for books and periodicals, and \$78,750 for binding. Salaries and wages for the Municipal Reference Branch totaled \$15,415, with \$1601 for books and periodicals.

The Divisions of the Reference Department that draw the largest number of readers and answer the greatest diversity of questions, such as the Divisions of Economics, Science and Technology, Genealogy and Local History, and the Newspaper Division almost without exception report increases in both respects. Important users of the Research Room in the Economics Division included the statistician and other members of the National Bureau of Economic

Research, workers from the Division of Analysis and Research of the Federal Reserve Board, and employees of the New York Edison Company. Interest has shifted from foreign commerce to the financial and economic situation in foreign states and cities, which is apparently the result of the large amount of securities floated in this country by European governments. A daily average of 346 readers registered at Science and Technology, and their studies showed paramount interest in the natural resources of the United States and other countries, especially petroleum and other minerals. Statistics of production and distribution as well as technical descriptions of processes were in great demand. Growing interest in the revolutionary theories of Einstein prompted a demand for mathematical knowledge and new developments in physical science. The interest in patents is shown by the fact that fully fifty per cent of the photostat work of the Library is confined to the copying of patent records.

The Genealogical Division is used by readers for practical purposes as well as for genealogical study and compilation, and a notable feature of the registration of readers is that a large percentage are residents of other cities and states who have heard of the Library's resources and have come to avail themselves of material difficult to find elsewhere. In the American History Division a number of the authors and staff assistants connected with the "Chronicles of America" series have been at work many months, as have members of the staff engaged on a revision of Larned's "History for Ready Reference." The following subjects were frequently represented in the books called for: Early American history and travel; Hispanic-American history and travel; American colonial and State archives; history of the Pilgrims; the Japanese question; and westward expansion and communication. In the Newspaper Room 139,838 readers were recorded, representing a daily average of 383, and consulted 170,902 volumes, an average of 468 daily.

Assistants in the Arts and Prints Division found that interest in peasant art had increased and that batik was popular. Some silversmiths showed interest in early American craftsmanship. Information about war memorials has been in demand. The stage furnished the Division more readers than the architectural profession.

The accessions of the Slavonic Division included a valuable collection of about three hundred books and magazines, mostly in Russian, dealing in the main with Siberia and the Russian prison system, which came as the gift of George

Kennan. Another gift of about one hundred pamphlets and books published in Moscow and Petrograd in 1918 and 1919 is fairly representative of the publishing activities of the Soviets. The Jewish Division, now containing about 26,300 volumes and pamphlets, received \$25,000 by the will of Jacob H. Schiff, who was interested in the Division from its beginnings. The Oriental Division had 4,802 readers, a far larger number than in any previous year.

The Manuscript Division was used by 482 readers, who consulted 817 volumes, 181 boxes, and 239 single pieces of manuscript for material for biographies and histories. The photostat has been of particular use to this division in reproducing the handwriting of famous personages for advertising purposes, as well as portraits and autographs of the members of the Constitutional Convention. Dealers consulted manuscripts to verify their own autographic specimens. The Music Division registered 19,454 readers, and the rather inadequate collection was strengthened as much by gifts as by purchases.

The Interbranch Loan Office sent out 94,591 books in response to requests from branches, an increase of 15,043 over 1919, and also loaned 1,185 volumes to fifty libraries thruout the United States, as far west as Arizona and as far south as Texas. Numerous special lists were compiled. The Children's Room was again the object of interested observation by foreign visitors, one of whom, an English clergyman, commented "The principles of utility and beauty which these American children's library rooms represent, may well be worked out in other countries." The total circulation of books to children from the children's rooms and thru the Extension Division for the year was 3,882,799.

The Library for the Blind reports a decrease in circulation on account of inadequate page service, altho the number of active readers for the year, 1,124, represented a slight increase.

Special attention was given to the development of the 135th Street Branch, chiefly used by the colored population of New York, as already described by Miss Rose in the *LIBRARY JOURNAL* for March 15.

The Municipal Reference Library noted a steady increase in attendance and use, readers numbering 35,198 as compared with 31,224 in 1919, and 12,500 inquiries coming in by telephone and letter. A new edition of the "Municipal Yearbook" has been prepared.

A reprint of the fifth edition of Brunet's "Manuel du Libraire et de l'Amateur de Livres," which has long been out of print, has been issued by Fraenkel & Co., Berlin.

THE LIBRARY JOURNAL

TWICE-A-MONTH

MAY 1, 1921



"AMERICA'S MAKING" is the theme which is to be emphasized in the latter part of October thru New York State at the suggestion of the State Board of Education, in school work and in libraries, and it is proposed to hold in New York City an extensive exhibition illustrating the contributions made by different nations of immigrants to our national life. The idea has been so well received in the New York schools that libraries are already finding themselves besieged for books by immigrants, or illustrating the work of immigrants in our communities, or describing the countries from which they came. It is a scheme which might well be nationalized by all public libraries at the same time. The plan should mean the bringing to the front during that period of books written by immigrant authors and calling upon the several nationalities represented in the local community to co-operate in such exhibits and become interested also in the general work of the local library. Such books as "The Americanization of Edward Bok" and "The Making of an American" by Jacob Riis exemplify one class of books which should be brought to the front, while Madame Yezierska "Hungry Hearts," which has been one of the popular books of the day, illustrates another. Whatever may be the wisdom or unwisdom of restricting immigration under present circumstances, there ought to be increasing appreciation of the elements of value which one nationality after another has brought to the making of America.

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THE Brooklyn Public Library recently advertised in several leading newspapers for candidates of high school age and training for its apprentice class, with gratifying results. Two score applications were received, most of which proved acceptable, so that the library has now an apprentice class of forty-nine, the largest in its experience, which promises substantial relief from the dearth of library workers that has embarrassed most of our library systems in the last few years. It is also sending out one of its staff to the women's colleges in nearby states for the purpose of explaining to the graduating

classes the possibilities and enticements of the library profession. This plan has been pursued with success by several library schools, and it would be well for other leading libraries to profit by this example. With the passing of recent conditions, there should be an increasing supply of library workers, for whom the demand will also be increasing. The high salaries in other callings which induced many to enter other fields, are not likely to continue, but it may be noted that library salaries were not raised to such a point that there is margin for decrease in them. In many quarters salaries have been made fairly adequate, but in no instance extravagant. In the national field, it may be added, the last Congress did not provide for the reclassification in which the library workers were to be included, but in the present Congress two bills are already on the calendar, both of which cover such provision. It is to be hoped that the better of these reclassification bills may become law, and that rivalry between the two will not endanger the success of one or the other.

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IT was just twenty years ago that Charles McCarthy, who had taken his Ph.D. from the University of Wisconsin, became the legislative reference librarian at Madison, initiating a branch of library service which has had very wide development since his original work in this important field. His death, before his energetic life had completed its half century, is a loss to the library profession and to sound legislation, for most of the states as well as the national Congress owe to him the prevention of much waste of time and effort arising from the duplication of measures to the same purport or from ill considered phrasing of legislative measures, which it is the purpose of a bill drafting division to prevent. From another point of view, the legislative reference librarian contributes to the value of legislative work by furnishing legislators with the information which they need for due deliberation and wise action. It is a pity, indeed, that so important a life should have come so early to a close.

FOR the most part librarians show better longevity, and it is gratifying to note that another librarian, William E. Foster, who also has been an inventor of library methods and an originator in the library field, completes his seventh decade and is still doing his work in the Providence Public Library, which may almost be called his creation. Mr. Foster is one of the eight or nine survivors of the initial A.

L. A. Conference of 1876, forty-five years ago, and it is to be hoped that he and others of this "saving remnant" may still be with us when the A. L. A. celebrates its fiftieth anniversary in 1926. The recent death of Miss Rule, after half a century of useful service at Lynn, leaves Mrs. Melvil Dewey the sole survivor of the three women who attended the 1876 conference.

LIBRARY ORGANIZATIONS

LIBRARY MEETINGS IN KENTUCKY

LIBRARIANS from Western Kentucky and Southern Illinois met at Paducah on Wednesday, March 9th, for an all day conference.

Harriet Boswell, librarian at Paducah, opened the meeting with an address of welcome, after which Kentucky's new county library law was explained in detail by Fannie C. Rawson, secretary of the Kentucky Library Commission, who acted as chairman of the meeting. Following, Anna May Price, secretary of the Illinois Library Extension Commission, spoke on loan desk routine, and Effie Lansden, president of the Illinois Library Association, discussed the relation of the librarian to the state association, also our professional periodicals. General discussion followed a talk by Miss Price on recent books which are of value and popular with the public this year.

In the afternoon Miss Boswell spoke on "Training the Schools to Use the Library," Mary Hiss, assistant, Kentucky Library Commission, discussed "Making the Most of Magazines," and Miss Rawson, book mending.

At luncheon, the librarians were guests of the Carnegie Library Board at the Woman's Club, Mrs. E. M. Post, board member and chairman of the book committee, presiding.

OHIO LIBRARY ASSOCIATION

THE College Section of the Ohio Library Association held its fourth annual spring meeting in conjunction with the Ohio College Association, March 25th, 1921, in the Ohio State University Library, Marguerite Mitchell, associate librarian of Ohio Wesleyan University, presiding.

Mary Louise Mark, of the faculty of the Sociology Department of Ohio State University, read a paper on "The Ohio State University Library from the Standpoint of the Student." This paper was based upon the answers to a questionnaire submitted to students in Miss Mark's classes in Sociology and brought up many prob-

lems of interest not only to the Ohio State University Library but to other college libraries as well. These problems were later taken up in the round table discussion.

Charles Orr of the bookbinding firm, Beck and Orr, Columbus, talked informally on "The Advisability of a Co-operative Bindery for Ohio College Libraries." Mr. Orr was of the opinion that by owning their own plant and standardizing the materials used, the various libraries would be able to have their binding done more cheaply and efficiently than by depending upon commercial binderies. A committee of three, Azariah S. Root, Oberlin College Library, chairman; Olive Jones, Ohio State University Library; and Russell B. Miller, Ohio Wesleyan University Library, was appointed to look into the matter further and to make a report at the fall meeting of the College and Reference Section of the Association. Mr. Orr kindly offered his aid to the committee.

The question as to whether the College Section should continue to hold a spring meeting in connection with the Ohio College Association was again discussed and the meeting was of the opinion that the question should be held over until the regular fall meeting of the College and Reference Section.

The following libraries were represented at the meeting: Ohio State University, Columbus; Ohio Wesleyan University, Delaware; Otterbein University, Westerville; University of Akron, Akron; Muskingum College, New Concord; Adelbert College, Cleveland.

HELEN M. BEALE, *Secretary*.

FLORIDA LIBRARY ASSOCIATION

THE annual meeting of the Florida Library Association was held in Ocala, April 13 and 14, 1921.

The most important question under discussion at the meeting was the bill now before the state legislature creating a State Library Commission for Florida. The feeling was very strong among

those present that a state library commission would do more for library work in Florida than could be accomplished in any other way. There are many small libraries in the state and a commission would be of great assistance to them. With the organization of a state library commission the work of traveling libraries for the entire state could be started. This would mean much to the people of the small towns and the rural communities.

Joseph F. Marron took for the subject of his presidential address "Recruiting for Library Service," and stressed the need of more people, particularly the right kind of people for library work. Mrs. Ford H. Rogers outlined the field of traveling libraries and told of the work the Ocala library is doing for Marion county in the matter of sending out traveling libraries. The discussion by Helen V. Stelle of "Library Conditions and needs in Florida" emphasized even more fully the need of a state library commission. Miss Dodgen discussed the "Library Work with Children." Miss Bailey of the Palatka Public Library conducted a round table on library problems which brought out many valuable suggestions.

The following officers were elected for the ensuing year: President, Miss Stelle, Tampa Public Library; first vice-president, Miss Gamsby, Ocala Public Library; second vice-president,

Mr. Green, Bartow Public Library; secretary, Miss Bailey, Palatka Public Library; treasurer, Mr. Marron, Jacksonville Public Library.

CORA MILTIMORE, *Secretary*.

SAN ANTONIO LIBRARY CLUB

THE San Antonio Library Club of Southern California held its regular mid-winter meeting at Chaffey Union High School Library, Ontario, Cal., on February 19th. Helena Curtis, Librarian of Azusa Public Library gave reviews of memoirs of very different types. The charm and intimacy of Mrs. Aldrich's "Crowding Memories" and the vivid though somewhat inflammatory character of Mrs. O'Shaughnessy's "Intimate Pages of Mexican History" were delightfully brought out by the reviewer. Edna Hester, Librarian of Pomona High School Library, gave a well thought out talk on co-operation among libraries. She spoke of the urgent need of co-operation between the high school and the public library in stimulating an interest in wholesome reading among young people. This same subject was discussed in the Round Table conducted by Ruth Bishop of Pomona Public Library. After lunch the program was completed by an interesting talk by Miss Plant of Chaffey Union High School on the one act play.

MARION J. EWING, *Secretary*.

LIBRARY OPPORTUNITIES

No charge is made for insertion of notices in this department.

POSITIONS WANTED

Normal school graduate, holding certificates in reference work, cataloging, classification, bibliography, government documents, administration and typewriting, desires a library position by June 15th, preferably in a town in Virginia, Maryland or North Carolina. Address, Miss F. M. Hill, Venter, Va.

Librarian with ten years experience in charge of a library in a city of about 30,000 would like position in New York, New Jersey or Connecticut. Address: M. H. 9, care of the LIBRARY JOURNAL.

A thoroly equipped cataloger, with extended experience in college work, good linguist, would like a position in the East. Address: A. U. 9, care of the LIBRARY JOURNAL.

POSITIONS OFFERED

Wanted, for a college library of 40,000 volumes situated in the Southwest, a reference and accession assistant. Salary \$1500. Address: C. L. 9, care of the LIBRARY JOURNAL.

The United States Civil Service Commission announces an open competitive examination for a Research Reference Assistant on May 25th in the Bureau of Mines for duty at Pittsburgh, Pennsylvania, salary \$1600 to \$2200 a year. The subjects are: library economy, cataloging, classification and bibliography, 20 weights; French or German, 10 weights; thesis, 30 weights; education and experience, 40 weights. Applicants should apply at once for Form 1312, stating the title of the examination (Research Reference Assistant) to the Civil Service Commission, Washington, D. C.

The United States Civil Service Commission announces an open competitive examination for librarian to fill a vacancy at the United States Military Academy, West Point, N. Y., at \$3,000 a year. Applicants should at once apply for

Form 2118, stating the title of the examination desired, to the Civil Service Commission, Washington, D. C. Applications should be filed with the Commission on May 17.

IN THE LIBRARY WORLD

NEW YORK

Syracuse. Salary schedule for the Public Library staff adopted March 17th provides that the minimum for lowest grade will be \$70 a month, increased automatically to \$75 at the end of the first year of service; and minimum salary for department heads and branch librarians \$1200.

Buffalo. The Gibbs-Borkowski bill authorizing the city of Buffalo to issue \$100,000 worth of bonds for improvement of the Grosvenor Library has been signed by Governor Miller.

Buffalo. In 1920 the Buffalo Public Library circulated 1,838,195 books, of which 1,058,806 were fiction, to 147,000 borrowers, an increase of 38,667 over the figures of 1919. The number of borrowers on January 1, 1921, was 108,870, or 147,000 if the number of pupils registered in grammar schools in which class-room libraries are placed are added. Forty-three of these libraries were installed, but no other new distributing agencies were opened, altho several districts of the city are asking for library facilities and some of the present branches have outgrown their quarters. The reading rooms of the Main Building also have only standing room to offer on many days.

There was 286,386 books circulated from the Loan Desk; 272,255 from the Open Shelf Room, and 112,358 from the Children's Room, or a total of 670,999 books borrowed directly from the Main Building. The library contained 406,630 books on the first of January, 1921, of which 12,759 represented the net increase for the year. The Binding and Mending Department bound 9394 and reinforced 16,304 books. Payments for maintenance included \$39,018 for books, \$2423 for periodicals, \$7376 for binding, with \$101,281 for library salaries and \$13,390 for janitor service. Total maintenance cost \$194,316, leaving an unexpended balance of \$13,629.

All of the new members of the staff who have not had the benefit of similar work elsewhere have been enrolled as members of the Library Training Course of the University of Buffalo. These students have been transferred from one department of the Library to another to meet

the practice work requirements of the University as part of this course.

PENNSYLVANIA

The Pennsylvania Home Teaching Society and Free Circulating Library for the Blind added 107 new borrowers during 1920, making a total of 736 active borrowers of whom 292 are in Philadelphia, 225 in Pennsylvania, and 219 in other states. Forty-two titles were added to the library, making the total collection 1334. Thirty bound volumes and 25 unbound magazines and pamphlets were sent to the Carnegie Library of Pittsburgh, with which the Free Library of Philadelphia continues to co-operate in distributing embossed books, all expenses of sending them outside the city being met by the Society. The Society urges these readers who desire to read a dotted type to learn Revised Braille, grade one and one half, which is English Braille with fewer contractions and a different capital sign, but believes that the Moon type is the best and easiest for those who have become sightless in adult life, from its resemblance to the Roman letter with every unnecessary line eliminated. One of the books published in Moon type from a special fund was Roosevelt's "Letters to His Children."

GEORGIA

Atlanta. There was a gratifying response to the open series of lectures offered by the Library School during the week of March 28th. Ten librarians of small public or club libraries took the full course of lectures while five other libraries were represented at one or more of the lectures, making in all fifteen libraries represented. The highest attendance at any one of the lectures was nineteen, this being at Miss Titcomb's lecture on the County library.

The course consisted of six lectures by Margaret Carnegie of the Carnegie Library School, Pittsburgh, on phases of library work with children; five lectures by Mary E. Ensign of Chicago, on the mending and repair of books; five lectures by Charlotte Templeton, secretary of the George Library Commission, on the administrative problems of a small library; and two

by Mary L. Titcomb of Washington County Free Library, Maryland, on County library work and making the library felt in the community. A valuable part of the course was the opportunity given during the first hour of each day for individual conferences and interviews.

This was the first experiment of the school in offering an open course of lectures and the response was such that it would seem worthwhile to arrange similar courses from year to year with the untrained librarian of the small public library in mind.

T. D. B.

INDIANA

Indianapolis. The Training Class of the Indianapolis Public Library completed its six months' course in March. The thirteen students taking the examinations, all of whom have been assigned to staff positions, are as follows: Edna Bernstein, Grace Greene, Margaret Harlan, Leah Henry, Bessie Hereth, Alice Mary Johnson, Mary Kellner, Edna Levey, Mary McBride, Dorothy Phillips, Isabel Russell, Flora Shattuck, and Ione Wilson. The course included two hundred and thirty-six lecture hours and an equal amount of practice work for each student.

ILLINOIS

Chicago. Four libraries of safety research are allied with that of the National Safety Council, says Mary Bostwick Day in the December *National Safety News*. These are the libraries of the Safety Institute of America, the National Workmen's Compensation Service Bureau, the Independence Bureau, and the Pennsylvania Rating Bureau. "These five libraries have a 'round robin' system of circulating literature on accident prevention and kindred problems. Thru this co-operative plan each of the five libraries receives all the material accumulated by the other four, and none of them misses any new suggestions, new safety literature, unusual articles, reports, etc., which are of interest.

The National Safety Council library is also linked up with the American Library Association, and with the Special Libraries Association whose membership includes some three hundred industrial librarians of the country.

Within a stone's throw of the National Safety Council headquarters is located the library center of the Middle West. . . . Within a few weeks the John Crerar Library. . . will occupy twelve floors. . . next door to the Council's headquarters. Around the corner. . . is the Chicago Public Library. . . . The American Library Association Headquarters are in the Public Library building, and that organization renders valuable assistance to all libraries, including that of the Council. . . . Some 10,-

000 volumes are available thru the Western Society of Engineers. . . a few blocks away."

MISSOURI

The fourteenth annual report of the Missouri Library Commission shows a growth of interest in books and reading in the southern part of the state, which has been a difficult section to reach on account of poor railroad facilities. 15,955 volumes were loaned by the Traveling Library Department. Only two counties were not represented by borrowers, Mercer on the northern boundary, and Maries, an unrailed county, in the central part of the state. The Department has carried on the work inaugurated by the A. L. A. of supplying vocational books to American soldiers. Missouri's quota of books from Library War Service amounted to 7000 volumes, which were added to the Traveling Library collection, now numbering 25,027 books. The collection is divided into three fixed groups, the first containing fifty books of a general character for general community reading; thirty to fifty books in the school groups intended to supplement a collection already in the school library; and third, special groups of books on one subject. The remainder make up the open shelf or general loan collection.

New Carnegie libraries were put into operation at Aurora and Marceline. A new library building at Hamilton will soon be ready for use. Chillicothe is taking steps towards a county library. There are in all sixty public libraries in Missouri, thirty-one of which are tax supported. Seventy-three counties have no public libraries within their borders, and there are seven towns of more than 5000 population without libraries. Up to the present the Commission has been unable to employ an organizer to supervise the organization of new libraries.

The Commission asks an appropriation of \$62,875 for the year 1921-1922.

Elizabeth B. Wales, secretary of the Commission since its foundation, resigned a year ago; the work was temporarily in charge of Inez Benedict until September, when Irving R. Bundy took up the secretaryship.

St. Louis. A series of conferences on library work has been conducted this year, by the students, one of whom presides at each conference, choosing the subject for the hour and assigning the phases to be reported upon by her assistants.

At a luncheon held at the Hotel Jefferson on Thursday, April 7th, the St. Louis Library School and Training Class Alumni Association was organized and the following officers elected for the coming year: Margaret Donan, president; Phyllis Casey, vice-president; Annalil Huning, secretary.

Columbia. The Library of the University of Missouri recently acquired the valuable private library of the late Professor G. Jacques Flach of Paris. He was a French jurist, historian, and professor of comparative legislation, 1884-1919, in the College de France, and of comparative law in the Ecole des Sciences Politiques from 1877 to 1919. To qualify himself for these positions he studied the most varied civilizations, including Russia, Japan, and the antiquities of Babylon and other Asiatic countries. His chief efforts were concentrated on the history of ancient French law, and his principal work was *Origines de l'Ancienne France*, in three volumes. The collection is rich in legal antiquities, history of Alsace-Lorraine, of early France and her antiquities, including local departments such as Languedoc, and of Germany and Austro-Hungary. The library consists of 6000 volumes; 1300 of which deal with legal antiquities, comparative law, ordinances of kings of France; 400 with the history and antiquities of Alsace-Lorraine; 500 volumes with French antiquities and history and there are 150 volumes of cartularies and diplomatics. The collection contains many early printed books including a Froben, a Stephens of Paris, an incunabula, a Manuscript, several Elzevirs, a first edition of Beaumarchais's *Figaro*, and several fine bindings with the signatures of the binders.

LOUISIANA

New Orleans. A valuable little collection of autographed books, being the most part gifts of the respective authors to the late Ruth McEnery Stuart, has been presented to the Howard Memorial Library by Mrs. Stuart's sister, Sarah McEnery.

MINNESOTA

St. Paul. With the assistance of the Amherst H. Wilder Charity, the service of the St. Paul Public Library to the hospitals of the city is being greatly extended. Perrie Jones, who has been employed by the Wilder Charity to take charge of this work, is a graduate of Smith College, and had library training in the University of Minnesota summer school and in the New York Public Library School and had five years of experience in library work in Minnesota and New York City.

The Library's plans for this service have received the endorsement of the Academy of Medicine and Ramsey County Medical Association; a successful campaign for books for this service has just been concluded, and arrangements are now being made for semi-weekly visits to each of the eleven hospitals in the city.

Minneapolis. The request of the Public Library for a two-mill tax levy in place of the

one mill has been endorsed by the Charter Commission and the Board of Estimate and Taxation. An intensive campaign is planned for the six weeks preceding the municipal elections on June 13th. Requests for information on the situation are coming in from many sources such as the League of Women Voters, Woman's Community Council, Kiwanis Club, etc.

The Library Board is not making any move with regard to the new building at present; building will probably be deferred until the cost has decreased.

MONTANA

Billings. A recent report of the Librarian of the Parmly Billings Memorial Library covers the three years beginning January 1, 1918, and shows a healthy growth from a circulation of 51,510 volumes in 1915 to 95,433 in 1920, the book stock numbering 25,206 volumes at the end of 1920. The collection of bulletins, reports and other publications of the U. S. Geological Survey has been much used since the library found itself in the midst of an oil center.

Work with high schools was prosecuted successfully, and an outline of a course in library training to become a part of the school curriculum has been presented to them for consideration.

OREGON

Salem. The Salem Public Library contained 15,518 volumes on the first of the year, about double the number of books ten years ago before the library moved into a Carnegie building. The circulation also doubled, numbering approximately 60,000 loans during 1920. The methods employed in library publicity have been various, ranging from weekly lists and occasional articles for each daily newspaper and slides for the picture houses to the maintenance of two bulletin boards in the windows of the Salem Electric Company and Miller Mercantile Company to advertise new books and other library resources. Five classes came from Willamette University for instruction in the use of reference books, and the school libraries loaned 14,737 books.

The nine county libraries of Oregon serve 383,809 people. The population of towns having free public libraries not in county systems is 119,204, making a total of 508,013 having access to some sort of library, but leaving 280,272 people dependent upon the State Library for book service, which is furnished by 768 traveling library stations and by the mailing or lending department. The Oregon State Library loans books to any citizen of Oregon who requests them without the formality of an application signed by property owner or taxpayer,

and without any limit as to number. Of the 45,836 books loaned from the mail order department in the year ending September 30, 1920, but 117 volumes and clippings were lost, the total value being \$92.80, and only \$2.08 was not refunded out of \$576.63 advanced for postage during the year 1919. The number of books sent out to individuals, branches and libraries during the biennium ending September 30, 1920, was 155,581, a gain of 20,534 over the last biennium.

Library service was extended to organizations with the help of county agricultural agents, the State Board for Vocational Education, the Loyal Legion, county nurses, women's clubs, the Y. M. C. A., Monmouth Normal School, the private and independent colleges; to the various workers thru the conventions of plumbers, blacksmiths, ministers and teachers; to the lighthouse and coast guard stations thru their supervisors, and to the forest service and ships at sea.

Exclusive of periodicals, bound and unbound, the Library has approximately 190,000 volumes, or a cataloged total of 179,619 volumes on October 1. The general lending collection has 59,321 volumes, of which 27,995 are in the traveling libraries. Library War Service books to the number of 2539 were given various libraries thruout the state, while others are still held awaiting the establishment of county libraries. The annual purchase of school library books from the county school library fund amounted to \$16,085 in 1919, and \$16,371 in 1920. The legislative appropriation of \$50,000 for the biennium was divided into \$24,000 for salaries and for wages of part-time help; general maintenance, \$4700; replacements, repairs and equipment, \$2700; and books, periodicals and binding, \$18,600. The Board of Trustees requests \$79,660 for the coming biennium, which is regarded as a modest proposal when the \$262,888 appropriated by Multnomah County (which includes Portland) for library purposes for the year 1921 is considered.

CALIFORNIA

San Francisco. The Presidio Carnegie Branch of the San Francisco Public Library is now open to the public. The building, which is situated on a plot having a frontage of 137½ feet on two streets and a depth of 255 feet, is a fire-proof construction faced with terra-cotta. The cost was \$85,000 and it provides accommodation for 15,000 volumes.

Riverside. The Dorothy Daniels Memorial collection of books at the Public Library is entitled "Books for Children of Today and Those

of Long Ago." The basis of the collection now contains about two hundred and fifty volumes of illustrated books for children: modern publications, and a collection of toy books, horn books, chap books and books for children of the eighteenth and early nineteenth centuries. It contains also some monographs and treatises on books of that character. A portrait book-plate will be used. Contributions to an endowment fund have been received.

Berkeley. On Commencement Day, May 11, the following students will graduate from the Library Science courses:

Marion Anderson, Bertha Olga Biernath, Josephine Carrol Brown, Dorothy Deming, Helen Downs, Esther Dahl Hahn, Lois Chambers Howe, Mina Elizabeth Keller, Anna Pauline Kennedy, Deborah King, Helen Sullivan Lacy, Rachel Graffis Look, Mrs. Beulah Van Engelin Lucas, Ivander MacIver, Florence Anita Rhein, Dorothy Grace Squires, Mary Helen Sterrett, Nellie Lucile Stiles, Mrs. Evangeline W. Thurber, Katherine Ray Wickson.

CZECHO-SLOVAKIA

The extent of the library zeal in Czecho-Slovakia is shown by the fact that the sums voted by the cities are in many cases far in advance of the sums required by the Library Law of 1919: Vitkovice (the city of the famous iron works) has appropriated 60,000 crowns instead of 16,205; Kladno (coal mines), 27,800 crowns instead of 11,551; Brandys n. o., 13,000 crowns instead of 3660; Novy Bydov, 8000 crowns instead of 4567; Hloubetin, 25,500 crowns instead of 1603; Libusin, 14,000 crowns instead of 2450; Breclava, 39,000 crowns instead of 4258; Plzen (the well known Pilsen), 149,105 crowns instead of 61,352; and Prague, 550,000 crowns instead of 183,389.

Detailed statistics are in preparation regarding the workings of the libraries under the first year of the law, and we hope shortly to give an abstract of these reports. The Czecho-Slovak Ministry of National Defense appropriated 220,000 Czech Crowns for general culture work among the soldiers for the year 1920. The sum of 262,000 Czech Crowns, collected by voluntary contributions from the soldiers themselves, to supplement this appropriation, is witness to the appreciation which this work has met. The 358 army libraries contained in August, 1920, a total of 106,530 carefully selected volumes which have been cataloged and classified. There are in addition 250 reading rooms which subscribe to 5000 periodicals. During the three months of May, June and July of last year 53% of the army borrowed from these libraries 186,894 volumes.

AMONG LIBRARIANS

The following abbreviations are used:

A. Library School of the Carnegie Library of Atlanta.

C. California State Library School.

C.P. Carnegie Library School of Pittsburgh.

D. Drexel Library School.

I. University of Illinois Library School.

L.A. Library School of the Los Angeles Public Library.

N. Y. P. L. Library School of the New York Public Library.

N.Y.S. New York State Library School.

P. Pratt Institute School of Library Science.

R. Riverside Library School.

S. Simmons College School of Library Science.

S.L. St. Louis Library School.

Syr. Syracuse University Library School.

Wis. Wisconsin University Library School.

W.R. Western Reserve Library School.

Wash. University of Washington Library School.

CHAPIN, Arlena H., 1897 Armour, former librarian of the Redlands (Calif.) Public Library, appointed director of circulation at the Youngstown (O.) Public Library.

COLLINS, Lillian, 1914, Wash., appointed librarian of the Aberdeen (Wash.) Public Library.

DIGBY, Adele (Burnham), 1912-13 N. Y. S., died at her home in Ann Arbor, Mich., on February 28 of heart trouble resulting from an attack of influenza.

HARDY, Mary, 1910-11 S. spec., appointed librarian of the Brumback Library of Van Wert County, Van Wert, Ohio.

HILL, Grace, 1912 N. Y. S., will be one of the instructors in the Summer Session of the Simmons College School of Library Science, Boston.

JOHNSON, Ellen A., 1921 N. Y. S., appointed head of the Children's Department in the main library and instructor in work with children in the library school of the Carnegie Library, Atlanta, Ga.

KELLOW, Ethel, 1912 C. P. cert., appointed children's librarian, Detroit (Mich.) Public Library.

LUCAS, Mary R., 1919 C. P. dip. in work with children, has resigned the children's librarianship at Duluth, Minn., to become first assistant in the Children's Department of St. Paul (Minn.) Public Library.

MCMULLEN, Elizabeth, 1915-16 N. Y. S., resigned her position with the Iowa State Agricultural College Library to become assistant in the Reference Department of the Des Moines (Iowa) Public Library.

RULE, Elizabeth Elkins, for more than fifty years connected with the Lynn Public Library,

died April 19. Born at Nantucket in March 1849, Miss Rule went to Lynn at the age of nine. She was educated in the Lynn High School and prepared for a teachers' career at the Salem Normal School. She never taught but instead entered the service of the Lynn Public Library as a part-time assistant in 1867. Two years later, she was given a regular position, and in 1873, the position of assistant librarian was established which she filled until she retired on a pension in March 1919. During her long period of service, Miss Rule saw the Lynn Public Library grow from a collection of 8,000 books in a small building occupied by retail stores to the present system of a Central Library and four Branches, housing a collection of nearly 120,000 volumes. She was known to a wide circle of librarians thru her many years of membership in the A. L. A., in whose first conference she was one of the three women members, and the Massachusetts Library Club.

SIBLEY, Eleanor, 1916 C. P. cert., appointed assistant instructor in story-telling in the Carnegie Library School of Pittsburgh.

TARR, Anna M., 1910 N. Y. S. former librarian at Clinton, Ia., and since 1919 director of circulation at the Youngstown Public Library, appointed acting librarian of the Youngstown (O.) Public Library during the leave of absence of the librarian.

TICHENOR, Barcus, 1919 N. Y. P. L., has resigned her position in the Catalog Department of the Indianapolis Public Library to become librarian of the Indiana State Normal School at Muncie, Ind.

THROOP, George R., Assistant Librarian of the St. Louis Public Library, has resigned to become assistant to the Chancellor of Washington University, St. Louis. He is succeeded by Charles H. Compton, Chief Reference Librarian of the Public Library in Seattle, Washington.

WALLACE, Lucie, appointed associate editor for the *Reader's Guide to Periodical Literature* and the *International Index to Periodicals* (formerly *Readers' Guide Supplement*).

WALLACE, Ruth, 1915 N. Y. S., has returned to the Indianapolis Public Library as head of the Catalog Department after a year's leave of absence.

WHEELER, Joseph L., 1909 N. Y. S., librarian of the Youngstown (O.) Public Library, has been granted a year's leave of absence beginning May 1st, and will spend this time on a farm in Vermont. His address is Fairhaven, Vt.

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AFRICA. See UGANDA

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See also CROP STATISTICS; FOODSTUFFS; LIVESTOCK

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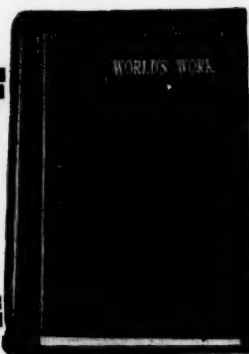
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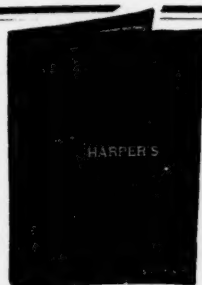
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REAL ESTATE

New York. Public Library. Municipal Reference Branch. Selected bibliography on real estate assessments. New York: 512 Municipal Bldg. 7 p. January 5, 1921.

RECALL. See POLITICAL SCIENCE

RECREATION

New York (State). Conservation Commission. Public use of the forest preserve. Bibl. (Recreation circular 2.)

REFERENDUM. See POLITICAL SCIENCE

RELIGIOUS BOOKS.

Newark, N. J. Public Library. Interesting religious books. (List prepared at the request of the Newark Federation of Churches.) February, 1921.

RENTS

United States. Library of Congress. List of references on landlord and tenant, with special reference to recent rent increases. 9 mim. p. December 3, 1920.

ROME—HISTORY. See ANTONIUS, MARCUS

SANTA BARBARA, CALIFORNIA

Southworth, John R. Santa Barbara and Montecito; past and present. Santa Barbara, Cal.: Osborne's Book Store. 1 p. bibl. D. \$2.50 n.

SARRE DISTRICT. See IRON

SCHOOL ARCHITECTURE. See ARCHITECTURE

SCHOOL LUNCHESES

Smedley, Emma. The school lunch; its organization and management in Philadelphia. 6 East Front Street, Media, Pennsylvania: Author. 3 p. bibl. D. \$3.

SCHOOLHOUSES. See ARCHITECTURE

SCIENCE

Schneider, H. W. Science and social progress: a philosophical introduction to moral science. New York: Columbia University. Bibl. (Reprinted from the Archives of Philosophy, no. 12, Columbia University.)

SECRETARIAL WORK

MacLachlan, John E. How to become a private secretary. New York: Pitman. 1 p. bibl. D. \$1.50 n.

SEX

Galloway, Thomas Walton. The sex factor in human life; a study outline for college men. New York: American Social Hygiene Association. 2 p. bibl. D. \$1.25 n. (Pub. no. 320.)

SHIPS AND SHIPPING

Portland, Oregon. Library Association. Ship models and foreign commerce. *Monthly Bulletin*, December, 1920, p. 241-245.

SOCIALISM. See GUILD SOCIALISM

SPIRITUALISM. See OCCULTISM

STATE GOVERNMENT

Galbreath, C. B. Bibliography: efficiency and economy, with special reference to state government; list of references. Columbus, Ohio: Joint legislative committee on administrative reorganization.

United States. Library of Congress. List of references on state government in the United States (emphasis has been placed on textbooks.) 17 typew. p. 95 c. November 2, 1920. (Obtained only thru P. A. I. S.)

STENOGRAPHY. See SECRETARIAL WORK

STOCK MARKET.

Pratt, Sereno Stansbury. The work of Wall Street; an account of the functions, methods and history of the New York money and stock markets; 3d ed. rev. and enl. New York: Appleton. bibl. D. \$3.50 n.

STONE AGE

Tyler, John Mason. The new stone age in Northern Europe. New York: Scribner. 15 p. bibl. O. \$3 n.

TARIFF

Ashley, Percy. Modern tariff history: Germany, United States, France. 3d ed. London: Murray. Bibl. 16 s.

TENNESSEE. See BOOK SELECTION

THEOLOGY. See RELIGIOUS BOOKS

TOY INDUSTRY

United States. Library of Congress. List of recent references on toys and the toy industry. 3 typew. p. September 22, 1920. 25 c. (Obtained only thru P. A. I. S.)

UGANDA

Great Britain. Colonial Office. Uganda; report for 1918-1919. London: H. M. Stationery Office. Bibl. 2 d. (Colonial reports, annual no. 1054.)

UNEMPLOYMENT

International Labour Office. Action of the Swiss government in dealing with unemployment. Geneva, Switzerland. Bibl. November, 1920. (Studies and reports, series C., no. 4.)

UNITED STATES—CONSTITUTION

Miner, Clarence. The ratification of the federal constitution by the state of New York. New York: Longmans. 3 p. bibl. O. pap. \$1.50. (Studies in history, economics, public law; v. 94, no. 3, whole no. 214.)

UNITED STATES—FOREIGN RELATIONS

Miller, Dorothy Purviance, comp. Japanese-American relations, a list of works in the New York Public Library. *Bulletin of the New York Public Library*, pt. 1, January 1921; pt. 2, February 1921.

Voices across the Canal; addresses by Dr. John Bassett Moore, Dr. Belisario Porras, Dr. Rafael H. Elizalde. New York: American Association for International Conciliation. 4 p. bibl. D. (Interamerican division, bulletin, no. 23.)

UNITED STATES—HISTORY

Morris, Charles. A history of the United States of America, its people and its institutions. Philadelphia: Lippincott. 2 p. bibl. D. \$1.32 n.

VOCATIONAL EDUCATION. See EMPLOYMENT MANAGEMENT.

VOTING. See CITIZENSHIP

WALL STREET. See STOCK MARKET

WAR

Dickinson, Goldsworthy Lowes. Causes of international war. New York: Harcourt, Brace and Co. 1 p. bibl. D. \$1 n. (Handbooks on international relations.)

WATER SUPPLY. See IRRIGATION

WOMAN SUFFRAGE. See POLITICAL SCIENCE

WOMEN

Jacobs, E. E. Study of the physical vigor of American women. Boston: Marshall, Jones. Bibl. \$1.50.

WRITING

Mason, William A. A history of the art of writing. New York: Macmillan, 1920. 6 p. bibl. 520 p. 8". \$6.50.

LIBRARY CALENDAR

May 6. In Cincinnati.

Southwestern Section of the Ohio Library Association, followed by a visit to the Cincinnati Public Library on Saturday the 7th.

May 6. At Library School of the New York Public Library.

Institute for librarians in Westchester, Rockland and Western Long Island.

June 20-27. At Swampscott, Mass. Headquarters at the New Ocean House.

Forty-third annual conference of the American Library Association and twelfth annual convention of the Special Libraries Association.

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